the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 05 OF 2026
DATE ISSUED 13 FEBRUARY 2026

1. **Introduction**

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. **Directions to candidates**

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. **Directions to departments**

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

AMENDMENTS : **NATIONAL DEPARTMENT OF CORRECTIONAL SERVICES**: Kindly take note that the department has withdrawn the complete advertisement for Mangaung Maximum Correctional Centre in the Free State/ Northern Cape Region, as it appears in PSVC 04 dated 06 February 2026 with a closing date of 20 February 2026.
PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF RAODS AND TRANSPORT: Kindly note that the following post of Internship Programme - Policy, Legislation, Research And Knowledge Management with Ref No: Refs/035213, advertised in Public Service Vacancy Circular 04 dated 06 February 2026, the reference has been amended to REFS/035437 and extend the closing date to 27 February 2026.
PROVINCIAL ADMINISTRATION: NORTHERN CAPE: PROVINCIAL TEASURY: Kindly note that the following post was advertised in the Public Service Vacancy Circular 04 dated 06 February 2026, The post have been amended as follows: (1) Deputy Director: Persal Support and Administration with Ref No: 2026/10; A minimum of 3-5 years middle management experience in PERSAL environment. The wording middle management has been changed to junior management.

PROVINCIAL ADMINISTRATION: NORTH WEST: DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT: Kindly note that the position of Administration Officer: Crime Prevention: Provincial Secretariat for Police Service: with Ref No: 67/2025/2026, advertised in the Public Service Vacancy Circular 37 dated 10 October 2025 with the closing date of 24 October 2025 is corrected. The position was advertised with an incorrect notch of R294 321 per annum. The correct notch is R325 101 per annum.

PROVINCIAL ADMINISTRATION: NORTH WEST: DEPARTMENT OF HEALTH: Kindly be advised that the post of Chief Executive Officer with Ref No: 03/2026/01 for Witrand Hospital (Potchefstroom) advertised in the Public Service Vacancy Circular 02 dated 23 January 2026 with the closing date of 12 February 2026 is hereby withdrawn.

INDEX
NATIONAL DEPARTMENTS

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE	A	04 – 07
BASIC EDUCATION	B	08 – 10
DEFENCE	C	11 – 13
EMPLOYMENT AND LABOUR	D	14 – 43
FORESTRY, FISHERIES AND THE ENVIRONMENT	E	44 – 55
HIGHER EDUCATION AND TRAINING	F	56 – 185
HOME AFFAIRS	G	186 – 191
JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES	H	192 – 196
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	I	197 – 199
LAND REFORM AND RURAL DEVELOPMENT	J	200 – 201
NATIONAL PROSECUTING AUTHORITY	K	202 – 210
OFFICE OF THE CHIEF JUSTICE	L	211 – 214
PUBLIC SERVICE AND ADMINISTRATION	M	215 – 216
PUBLIC WORKS AND INFRASTRUCTURE	N	217 – 233
SOCIAL DEVELOPMENT	O	234 – 236
TOURISM	P	237 – 242
TRADE, INDUSTRY AND COMPETITION	Q	245 – 253
TRADITIONAL AFFAIRS	R	254 – 255
TREASURY	S	256 – 263
WATER AND SANITATION	T	264 - 270

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	U	271 – 290
GAUTENG	V	219 – 295
KWAZULU-NATAL	W	296 – 297
LIMPOPO	X	298 – 306
NORTHWEST	Y	307 – 309
WESTERN CAPE	Z	310 - 336

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 27 February 2026 at 16:00

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

OTHER POSTS

POST 05/01 : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A REF NO: 3/3/1/48/2025**
Directorate: Genetic Resources

SALARY : R391 671 per annum, (OSD)

CENTRE : Gauteng (Pretoria))

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Science, Biology Science or Animal Science or a relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. Minimum of 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge of Animal Production or Conservation and Sustainable use. Scientific methodologies. Research and development. Computer-aided Scientific application. Technical report writing. Creating high

performance culture. Professional judgement. Data analysis. Mentoring. Job related skills: Analytical skills. Problem solving and analysis. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. People management. Planning and organising. Conflict management. Negotiation skills. Change management. Networking.

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

ENQUIRIES : Dr N Netnou-Nkoana Tel No: (012) 319 6024/060 973 1516

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STPrecruit482025@nda.gov.za

NOTE : EE Target African, Coloured and White Males and African Females, and persons with disability.

POST 05/02 : **ADMINISTRATIVE OFFICER REF NO: 3/3/1/50/2025**
Directorate: Cooperatives

SALARY : R325 101 per annum (Level 07)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.

DUTIES : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurement of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations.

Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Ms G Matubatuba Tel No: (012) 319 8104
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email AOrecruit502025@nda.gov.za
NOTE : EE Target: African males and African females and Persons with disabilities.

POST 05/03 : **REGISTRY CLERK REF NO: 3/3/1/47/2025**
Directorate: Genetic Resources

SALARY : R228 321 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate (NQF Level 4). No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filling / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES : Ms A Aphane Tel No: (012) 319 6505/ 071 097 0697
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email RCrecruit472025@nda.gov.za
NOTE : EE Targe: African Males and Females and Persons with disabilities.

POST 05/04 : **ADMINISTRATION CLERK REF NO: 3/3/1/49/2025**
Directorate: Agricultural Inputs Control

SALARY : R228 321 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
DUTIES : Render general clerical support services. 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 filling system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr D Motloi Tel No: (012) 319 6889

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACrecruit492025@nda.gov.za

NOTE : EE Target: African, Coloured and White Males and Coloured and White Females and Persons with disabilities.

DEPARTMENT OF BASIC EDUCATION

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

APPLICATIONS : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at HR@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za S

FOR ATTENTION : Ms M Mahape/Ms N Kumalo

CLOSING DATE : 27 February 2026

NOTE : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date or faxed applications will not be considered.

ERRATUM: Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 04 dated 06 February 2026, Deputy Director: Grant Management and Compliance with Ref No: DBE/10/2026; Deputy Director: Grant Management and Compliance with Ref No: DBE/11/2026; kindly note that the salary have been amended from R896 436 per annum to the correct salary package of R 1 059 105 per annum.

OTHER POSTS

POST 05/05 : **ASSISTANT DIRECTOR: CONTINUING PROFESSIONAL TEACHER DEVELOPMENT (CPTD) REF NO: DBE/03/2026**
Branch: Teachers Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Development
Directorate: Continuing Professional Teacher Development

SALARY : R468 459 per annum

CENTRE : Pretoria

REQUIREMENTS : The applicants must be in a possession of an appropriate three-year relevant post matric qualification (NQF level 6) or equivalent qualification in Labour Relations as recognised by SAQA; Three years relevant experience at supervisory level in an education sector; Two years' experience in quality design of Continuing Professional Teacher Development Programs; Experience in formal writing and document management; Experience of dealing with Integrated Teacher recognition & Appreciation; Experience to the Teacher Well-Being Programs will be an added advantage; Understanding of Teacher Development Framework, Policies and National Education Policy Act (NEPA); Understanding of the education policy environment; Knowledge of Government prescripts and procurement processes; Knowledge and understanding of Public Service Regulations; Knowledge of monitoring, evaluating and reporting systems and processes; Knowledge of the Educational Framework and Policies; Ability to plan, prioritise and execute assigned duties; Ability to work independently and be willing to work long hours where required; Ability to interact and nature relationships at all levels of the employer; Good communication (verbal and written); Presentation analytical and reporting skills; Operational planning, management and problem solving

skills; Decision making and conflict resolution skills; Computer literate; A valid driver's licence and willingness to travel.

DUTIES : The successful candidate will be responsible for conducting the Teacher Appreciation and Support Programs (TASP) that includes the inter-provincial concession and determine the Strength, Weaknesses, Opportunities, and Threats (SWOT) analysis through reviewing the programs annually with the Provincial co-ordinators; Assisting in the composition of the TASP management plans within the stipulated budget, followed by a comprehensive reporting and a clear strategic monitoring and evaluation plan; Assisting in the designing and implementing the Advocacy strategy; Assisting with the execution and implementation of the holistic activities for the National Teaching Awards (NTA) programme which includes analysis of the risk and mitigations pertaining to the awards; Compiling documentation required in the project; Assisting in promoting innovation and creativity in the management of programs; Liaising with other Directorates in the Department for effective planning, execution, and delivering of the NTA events; Management and administration of projects; Communicating with the DBE and other stakeholders involved such as the Provincial Education Departments (PEDs), Teacher Unions, School Governing Bodies, Curriculum Specialists and the internal officials; Conducting comprehensive administration of TASP within the Department; Ensuring that teacher training is holistically co-ordinated by collaborating with Directorates within Branch: Teachers Education Human Resources and Institutional Development and other relevant Directorates within the Department.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) 357 3398

NOTE : All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

POST 05/06 : **SENIOR ADMINISTRATION OFFICER: CONTINUING PROFESSIONAL TEACHER DEVELOPMENT (CPTD) REF NO: DBE/13/2026**
Branch: Teachers Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Development
Directorate: Continuing Professional Teacher Development

SALARY : R397 116 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of an appropriate three year post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA in Financial Management or Public Administration, or Social Sciences. Two years relevant work experience in the field; Experience in teacher training, teacher appreciation and support programmes will be an added advantage; Experience in writing financial reports, collating and compiling team reports; Experience in creating and maintaining electronic and manual records keeping systems; Computer applications such as MS Word, MS Excel, PowerPoint, Outlook, and general use of the internet; Experience in administration of training projects; Understanding of the government's strategic vision, public service legislation and National Treasury Regulations and Policies; Knowledge of PFMA, BAS and Batho Pele Principles; Knowledge of financial administration, including budgets and cash flow management; Ability to create databases and presentations; Ability to work under pressure within tight deadlines and targets; Communication skills (verbal and written); Willingness to travel; Valid driver's licence at least Code 8.

DUTIES : The successful candidate will be responsible for ensuring that the Directorate complies with procurement policies and relevant departmental procedures; Ensuring that the Directorate meets financial reporting requirements; Ensuring that the Directorate meets its monthly, quarterly and annual reporting requirements; Coordinating the MTDF budgeting processes for the Directorate; Coordinating all financial income and expenditure reports; Developing mechanisms to prevent under and over expenditure on the Directorate Budget; Coordinating logistics for the Directorate's meetings, training workshops, National Teacher Awards (NTA) adjudication sessions and NTA gala events; Coordinating supply chain processes; Maintaining and updating the assets register; Maintaining an electronic and manual record keeping system; Maintaining and updating the assets register of the directorate; Assisting with travelling and accommodation arrangements in the Directorate; Assisting with basic events managements such as invitations, attendance register, procurement and payment of event invoices; Compiling financial submissions,

reports, and memoranda; Providing administrative support for the Directorate including tracking, and processing of documents and correspondence; Performing any other duties delegated from time to time in the Directorate.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) 357 3398

NOTE : All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

DEPARTMENT OF DEFENCE

CLOSING DATE : 27 February 2026 at 16:00 (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 05/07 : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: DCMPSAPWC /02/05/26/01**
Directorate: Human Resource Career Management (PSAP)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Western Cape Office, Simon Town
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years relevant experience in Human Resource Management. Special requirements (Skills needed): Computer literacy (MS Excel, MS PowerPoint and MS Word). Knowledge of Policies and processes. Qualified in PERSOL system and remain abreast with relevant policies. Good communication skills (Verbal and Written), ability to work under pressure, and client orientated. Interpersonal relationship and, problem solving skills, Maintain self-discipline and be able to interpret policy directives. Ability to work under pressure and client orientation.

DUTIES : Ensure management and maintenance of a register wrt approved general orders. Verify the completeness and correctness of all applications and relevant documentation attached. Provide support related to PSAP staffing. Supervise of subordinate personnel. Obtain approval for the award of clasps, decorations and medals for long service to members of the SANDF. Obtain approval when necessary for forfeiture or annulments. Research, create and implement personnel practices interventions. Updating of the central awards register and Mainframe system at all times. Filing of all documentation. Registration of all Long Service applications. Bravery and Merit awards (Register all citations). Register Campaign awards Handle enquiries relating to Long Service Awards.

ENQUIRIES	:	Ms T.G. Williams Tel No: (021) 787 4188
APPLICATIONS	:	Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Officer), Private Bag X1, Simon's Town or hand deliver to George Street, Simons Town, 7995 or email to: tammi.williams@dod.mil.za
POST 05/08	:	**PERSONNEL OFFICIAL: PRODUCTION REF NO: DCMPSAPWC/02/05/26/02** Directorate: Human Resource Career Management (PSAP)
SALARY	:	R228 321 – R268 950 per annum (Level 05)
CENTRE	:	Western Cape Office, Simon Town
REQUIREMENTS	:	A minimum of Grade 12 (NQF Level 4). No experience. Special requirements (Skills needed): Good communication skills (Verbal and written). Ability to work under pressure and client orientation. Computer literacy (MS Excel and MS Word). Knowledge of PSAP personnel practice system. Knowledge of PSAP Personnel Maintenance. Knowledge of Human Resource Prescripts. Qualified in PERSOL system will be essential.
DUTIES	:	Ensure the performance of high clerical tasks in support of the Provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking, and assist with the securing and keeping of warehouse/stores neat. Must do follow up action on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinizing and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible binning and cleaning of stores, issuing and receiving of stock, must evaluate and determine requirements concerning the operational readiness of the Base or any Section thereof, must do stock taking on stores.
ENQUIRIES	:	Ms T.G. Williams Tel No: (021) 787 4188
APPLICATIONS	:	Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Officer), Private Bag X1, Simon's Town or hand deliver to George Street, Simon's Town, 7995 or email to: tammi.williams@dod.mil.za
POST 05/09	:	**ADMINISTRATION CLERK: PRODUCTION REF NO: DCMPSAPWC/02/05/26/03** Directorate: Human Resource Career Management (PSAP)
SALARY	:	R228 321 – R268 950 per annum (Level 05)
CENTRE	:	Western Cape Office, Simon Town
REQUIREMENTS	:	A minimum of Grade 12 (NQF Level 4). No experience. Special requirements (Skills needed): Good communication skills (Verbal and written). Ability to work under pressure and client orientation. Computer literacy (MS Excel and MS Word). Knowledge of PSAP personnel practice system. Knowledge of PSAP Personnel Maintenance. Knowledge of Human Resource Prescripts. Qualified in PERSOL system will be essential.
DUTIES	:	Ensure the performance of high clerical tasks in support of the Provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking, and assist with the securing and keeping of warehouse/stores neat. Must do follow up action on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinizing and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible binning and cleaning of stores, issuing and receiving of stock, must evaluate and determine requirements concerning the operational readiness of the Base or any Section thereof, must do stock taking on stores.
ENQUIRIES	:	Ms T.G. Williams Tel No: (021) 787 4188
APPLICATIONS	:	Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Officer), Private Bag X1, Simon's Town or hand deliver to George Street, Simon's Town, 7995 or email to: tammi.williams@dod.mil.za

POST 05/10	:	**SECRETARY REF NO: DHRSP/03/05/26/01** Directorate: Human Resource Strategy and Planning Chief Directorate: HR Strategic Direction and Policy
SALARY	:	R228 321 – R268 950 per annum (Level 05)
CENTRE	:	Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS	:	A minimum of Grade 12(NQF Level 4) or equivalent. No experience Special requirements (skills needed): Good communication skills (written and verbal). Computer literate. Good office administration and interpersonal skills, good filing and organisational skills.
DUTIES	:	Record appointments, events and manage the Director's diary. Receive telephone calls and refer to the appropriate person. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Arrange meetings and events for the Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, organize refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep a filing system. Operate office equipment. Administer matters like the leave registers, roll call books and telephone accounts. Handle the procurement of standard items like stationary and refreshments. Receive visitors for the Director and provide refreshments as necessary.
ENQUIRIES	:	Brig Gen H. Oelofse Tel No: (012) 355 5871
APPLICATIONS	:	Department of Defence & Military Veterans, Directorate HR Strategy and Planning, Private Bag X161, Pretoria, 0001 or email to dhrs&p@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 : 27 February 2026 at 16:00 (walk-in) and 23:59 (online)

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

OTHER POSTS

POST 05/11 : **SPECIALIST: EMPLOYMENT STANDARDS (X2 POSTS)**

SALARY : R1 059 105 per annum, (all-inclusive)

CENTRE : Provincial Office: Mmabatho Ref No: HR4/4/01/06 (X1 Post)
Provincial Office: Western Cape Ref No: HR4/4/10/601 (X1 Post)

REQUIREMENTS : A Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years management experience. Three (3) years functional experience in Inspection enforcement/ Labour Relations matters. Knowledge: Public service transformation and management issues, White paper on transformation of Public services, Public Service Act, Ability to convert policy

into action, Public service Regulation and relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Manage the implementation of Employment Standards Inspection Strategy, Policy and Procedures. Develop and Monitor the implementation of policy and work plan to ensure peaceful and harmonious employer- employee relationship. Manage and conduct the advocacy and educational programmes directed towards internal and external stakeholders. Manage all the resources of the Sub- directorate such as Human Resource: Financial Resources.

ENQUIRIES : Ms W Maphakela Tel No: (018) 387 8195
Ms K Fuller Tel No: (021) 441 8119

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. E-mail: Jobs-NW03@labour.gov.za
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. For Attention: Sub-directorate: Human Resources Management, Western Cape. Email: Jobs-WC2@labour.gov.za

POST 05/12 : **COUNSELLOR (REGISTERED PSYCOMETRIST) (X2 POSTS)**

SALARY : Grade 1: R712 599 - R789 489 per annum, (OSD)
CENTRE : Labour Centre: Mossel Bay Ref No: HR4/4/10/602
Labour Centre: Vredenburg Ref No: HR4/4/10/603

REQUIREMENTS : A 4-year B-Psych degree/Honours Degree in Psychology/ Honours Degree in Industrial Psychology. Registration with Health Professional Council of South Africa (HPCSA) as a Registered counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: International Labour Organisation Conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report Writing, Leadership, Networking.

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organizations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel resources of the employment counselling support.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC3@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 05/13 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO HR4/26/02/01HO**

SALARY : R582 444 per annum
CENTRE : Head Office, Pretoria

REQUIREMENTS : Three-year relevant tertiary qualification in Labour Relations/ Human Resources Management/ Law. Valid driver's licence. Two (2) years functional experience in Labour Relations/ Collective Bargaining and two (2) years supervisory experience. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Batho Pele Principles. Skills: Administration and financial management, Verbal and written communication, Interpersonal relations, Ability to build high-performance teams, Computer literacy, Project management, Communication skills, Analytical Skills, Problem solving skills, Conflict Analytical, Innovative, Management skills.

DUTIES : Develop and monitor the registration of labour organisation. Obtain information to monitor compliance of labour organisations in terms of legislation. Develop and monitor the extension of collective agreements. Strengthen the capacity of labour market institutions. Manage resources of the Dub-Directorate such as HR, assets, etc.

ENQUIRIES : Ms MM Ngwetjana Tel No: (012) 309 4112

APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ1@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Operations, Head Office
POST 05/14	:	**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/10/605**
SALARY	:	R468 459 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Human Resource Management. 4 years' functional experience on Senior Practitioner level in Human Resource Management (Recruitment & Selection, Condition of Services, Performance Management and HRD) environment of which 2 years at a supervisory level. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM Systems/ Learning Systems/ Performance Systems etc. Del and Compensation Fund business strategies and goals. COIDA. DPSA Directives. Customer Service Principles (Batho Pele Principles). Technical knowledge. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum information security standards (MISS). Protection of Personal Information Act (POPI). Legislative Requirement: Public Service Regulations. Public Service Act. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. People Management. Performance and Oversight. Programme/ Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholders Development & Relations. Data Gathering, Analysis. Data/ Record Management.
DUTIES	:	Co-ordinate Recruitment and selection processes for COIDA Services in the Province. Manage condition of services processes for COID Services in the Province. Coordinate and maintain PERSAL establishment for COID Services in the Province. Manage HR Records for COID Services in the Province. Coordinate HR audits and reconciliation for COID Service in the Province. Coordinate and implement workplace skills plan, developmental programs and PDM system for COID Service in the Province. Manage all resources in the Provincial HR Section for COID Service.
ENQUIRIES	:	Ms K Fuller Tel No: (021) 441 8119
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email WCHRM@LABOUR.gov.za.
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Western Cape.
POST 05/15	:	**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & EMPLOYMENT RELATIONS REF NO: HR4/4/10/606**
SALARY	:	R468 459 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Three (3) year relevant tertiary qualification at NQF6 in Human Resource Management. Valid driver's license. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public service transformation and management issues. White paper on transformation of public service. Ability to convert policy into action. Human Resources Systems and Procedures. Public Service Act and Resolution. Recruitment and Selection. Departmental Policies and Procedures. Batho Pele Principles. Minimum Information Security Standards. Skills: Administration and Financial management, Project Management. Interpersonal. Communication (Verbal and Written). Computer Literacy. Analytical. Problem Solving. Conflict management. People Management.
DUTIES	:	Coordinate and monitor the implementation of human resources management policies in the province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits.
ENQUIRIES	:	Ms. K Fuller Tel No: (021) 441 8119

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC5@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 05/16 : **APPLICATION DEVELOPER (JAVA) REF NO: HR4/25/05/53HO**
Re-advertisement, applicants who previously applied must re-apply.

SALARY : R468 459 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Qualification (NQF Level 6) Recognised by SAQA in Information Technology / Computer Science or Informatics. Four (4) years' experience in ICT environment providing application software development services. Knowledge: Software language and associated development platforms and tools with strong focus on JAVA technologies, Enterprise Architecture Development and Deployments, Specialist knowledge on Java Enterprise Java Bean (EJB) Technologies, Specialist knowledge of JavaScript/Son and JBOSS/Tomcat Web deployments, Service Orientated Architecture Implementations and Linux Operating Systems (Preferably RHEL), Backend Oracle Systems and Java Integration (JDBC, OLE etc), Multi-tier Software architectures and interfaces, Software development lifecycle (SDLC), IT service management principles for Incident, Change, Problem and Release process, Knowledge of development frameworks such as ITIL (Information Technology Library and the Microsoft Operations Framework. Batho Pele Principles, Departmental Procedures and Processes, Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations. Skills: Development of template-based web content Management solution, web application architecture, Integration into other applications and database, Designing of Database Architecture Documentation including ERDs and Date Flow Diagrams, Enterprise-level Database Administration with multiple users, Software testing, including unit integration and acceptance testing and etc., SharePoint Object Model, PL/SQ, SharePoint Designer, Visio, InfoPath, Visual Studio, JAVA and PowerShell, Application development using integrated Development Environment (IDE) such as Visual Studio, Eclipse and NetBeans, Strong Analytical and Problem Solving Communication, Time Management, Planning and Organizing.
DUTIES : Develop and Document technical design for customized software applications. Provide support and maintenance of customized software applications. Develop applications according to the defined standards and best practice principles that meet the defined user functional requirements.
ENQUIRIES : Mr V Pillay Tel No: (012) 309 4636. Email: Jobs-HQ11@labour.gov.za
APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 05/17 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: HR4/26/02/02HO**

SALARY : R468 459 per annum
CENTRE : Head Office: Pretoria
REQUIREMENTS : A qualification at NQF6 as Recognised by the South African Qualification Authority (SAQA) in Human Resources Management/ Development/ Training & Development/ Management of Training/ Public management/ Industrial and Organisational Psychology. Four (4) years' experience of which two (2) at Supervisory level and two (2) years functional experience in Human Resource Development/ Training and Development services. Knowledge: Skills Development Act, Public Service Human Resource Development, Management principles and practices, Public service rules and regulations, Batho Pele Principles, Public Finance Management Act, DoL policies and procedures, Computer usage (MS-Excel, MS-Word, MS-PowerPoint, MS-Access and MS-Project), Management information system. Skills: Time management, Stress management, Team building Managerial (Plan, organise, coordinate and control), Communication skills incl. presentation skills, report writing skills and interviewing, Training, mentoring and coaching, Diversity management skills, Problem solving skills, Project Management, Quality management, Interpersonal skills.
DUTIES : Facilitate the implementation of the Human Resource Development Strategy. Coordinate the development and implementation of Workplace Skills Plan. Facilitate Generic and Programme specific training as per specifications. Coordinate Learnership and internship Programme. Monitor Bursary

Programmes within the department. Monitor and Facilitate the orientation of newly appointed staff and proper integration within the department.

ENQUIRIES : Mr. BD Jones Tel No: (012) 309 4974

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ2@labour.gov.za

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

POST 05/18 : **SENIOR PRACTITIONER: EMPLOYMENT EQUITY REF NO: HR4/26/02/03HO**

SALARY : R397 116 per annum

CENTRE : Head Office: Pretoria

REQUIREMENTS : Three-year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Public Administration/ Public Management/ Human Resources. Three (3) years functional experience in the Employment Equity environment. Knowledge: ILO Conventions especially conventions 100 and 111, Public Finance Management Act, Public Service Act, Codes of Good Practices of EE, Departmental Policies and Procedures, Policy Formulation, Transformation and Change. Skills: Verbal and written communication, Planning and organizing, Minutes taking, Interpersonal relations, Interpersonal, Computer literacy, Analytical, Presentation.

DUTIES : Provide technical support on policy matters required by the Sub-Directorate and the Commission for Employment Equity (CEE). Provide support in the development of work plans and budgets in the Sub-Directorate and CEE. Provide administrative support services to the Sub-Directorate and the CEE. Provide logistical support services to the Sub-Directorate and the CEE.

ENQUIRIES : Mr N Singh Tel No: (012) 309 4034

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. E-mail: Jobs-HQ3@labour.gov.za

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

POST 05/19 : **EMPLOYMENT SERVICE PRACTITIONER ESP2 (X4 POSTS)**

SALARY : R397 116 – R467 790 per annum

CENTRE : Labour Centre: Paarl Ref No: HR4/4/10/608 (X1 Post)
Labour Centre: Worcester Ref No: HR4/4/10/609 (X1 Post)
Labour Centre: Vredenburg Ref No: HR4/4/10/610 (X1 Post)
Labour Centre: Somerset West Ref No: HR4/4/10/651 (X1 Post)

REQUIREMENTS : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/Business Management/Public Management. Valid driver's license. Two (2) years functional experience in a client-oriented environment. Knowledge: Employment Service Act, 17 Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management, Public Financial Management Act, ILO conventions related to PES. Skills: Planning and organising, Communication Skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

DUTIES : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Boarder 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.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. E-mail: Jobs-WC6@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 05/20 : **SENIOR ADMINISTRATION OFFICER: UIF OPERATIONS (X51 POSTS)**

SALARY : R397 116 per annum

CENTRE : Labour Centre: Beaufort West Ref No:HR4/4/10/611 (X3 Posts)
Labour Centre: Bellville Ref No:HR4/4/10/612 (X2 Posts)

Satellite Office: Goodwood Ref No:HR4/4/10/613 (X1 Post)
Labour Centre: Cape Town Ref No:HR4/4/10/614 (X2 Posts)
Satellite Office: Atlantis Ref No:HR4/4/10/615 (X2 Posts)
Satellite Office: Athlone Ref No:HR4/4/10/616 (X2 Posts)
Labour Centre: Paarl Ref No:HR4/4/10/617 (X1 Post)
Labour Centre: George Ref No:HR4/4/10/618 (X2 Posts)
Labour Centre: Knysna Ref No:HR4/4/10/619 (X3 Posts)
Satellite Office: Plettenberg Bay Ref No:HR4/4/10/620 (X3 Posts)
Labour Centre: Mitchells Plain Ref No:HR4/4/10/621 (X3 Posts)
Satellite Office: Nyanga Ref No:HR4/4/10/622 (X3 Posts)
Labour Centre: Mossel Bay Ref No:HR4/4/10/623 (X3 Posts)
Satellite Office: Swellendam Ref No:HR4/4/10/624 (X3 Posts)
Labour Centre: Oudtshoorn Ref No:HR4/4/10/625 (X2 Posts)
Labour Centre: Vredenburg Ref No:HR4/4/10/626 (X3 posts)
Satellite Office: Vredendal Ref No:HR4/4/10/627 (X2 Posts)
Labour Centre: Worcester Ref No:HR4/4/10/628 (X4 Posts)
Satellite Office: Ceres Ref No:HR4/4/10/629 (X2 Posts)
Satellite Office: De Doorns Ref No:HR4/4/10/630 (X3 Posts)
Labour Centre: Somerset West Ref No:HR4/4/10/631 (X2 Posts)

REQUIREMENTS : An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Financial Accounting/ Finance at NQF 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment /Claims Processing environment or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Polices and Procedure, Operation System, Batho Pele Principles, Protection of Personnel Information Act (POPI), Public Financial Management Act (PFMA), Treasury Regulations. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer literacy, Problem Solving, Planning and Organizing, Dedicated, Team Player, Innovative, Supportive, Self-Motivated.

DUTIES : Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources.

ENQUIRIES : Beaufort West- Ms. V Theron Tel No: (023) 285 0981, Bellville/Goodwood- Mr F Carstens Tel No: (021) 941 7002, Paarl- Ms D Lotz Tel No: (021) 065 5435, George- Mr. M Charles Tel No: (044) 801 1223
Knysna/Plettenberg Bay- Ms. C Windwaai Tel No: (044) 302 6800, Mitchells Plain/Nyanga- Mr F Creighton Tel No: (021) 065 4990
Mossel Bay/Swellendam- Mr C Minnies Tel No: (044) 285 0260, Oudtshoorn- Ms A Van Wyk Tel No: (044) 285 1340
Vredenburg/Vredendal- Ms. J Le Fleur Tel No: (022) 065 0815, Somerset West- Ms E Liebenberg Tel No: (021) 065 7200

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
For email: Beaufort West, WCJobs-BEA@LABOUR.gov.za
Bellville, WCJobs-BELL@LABOUR.gov.za
Goodwood, WCJobs-GW@LABOUR.gov.za
Cape Town, WCJobs-CTN@LABOUR.gov.za
Atlantis, WCJobs-ATL@LABOUR.gov.za
Athlone, WCJobs-ATH@LABOUR.gov.za
Paarl, WCJobs-PRL@LABOUR.gov.za
George, WCJobs-GRG@LABOR.gov.za
Knysna, WCJobs-KNS@LABOUR.gov.za
Plettenberg Bay, WCJobs-PLE@LABOUR.gov.za
Mitchells Plain, WCJobs-MP@LABOUR.gov.za
Nyanga, WCJobs-NYG@LABOUR.gov.za
Mossel Bay, WCJobs-MBY@LABOUR.gov.za
Swellendam, WCJobs-SD@LABOUR.gov.za
Oudtshoorn, WCJobs-OUD@LABOUR.gov.za
Vredenburg/Vredendal, WCJobs-VRD@LABOUR.gov.za
Somerset West, WCJobs-SW@LABOUR.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 05/21 : **INSPECTOR BCEA (X2 POSTS)**

SALARY : R325 101 per annum
CENTRE : Labour Centre: Bellville Ref No: HR4/4/10/632 (X1 Post)

		Labour Centre: Cape Town Ref No: HR4/4/10/633 (X1 Post)
REQUIREMENTS	:	Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.
DUTIES	:	To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.
ENQUIRIES	:	Ms K Fuller Tel No: (021) 441 8119
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. For online: WC.BCEA@LABOUR.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Western Cape.
POST 05/22	:	**INSPECTOR BCEA (X3 POSTS)**
SALARY	:	R269 499 per annum
CENTRE	:	Labour Centre: Vredenburg Ref No: HR4/4/10/634 (X1 Post) Labour Centre: Somerset West Ref No: HR4/4/10/635 (X1 Post) Labour Centre: Beaufort West Ref No: HR4/4/10/636 (X1 Post)
REQUIREMENTS	:	Three (3) year tertiary qualification National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.
DUTIES	:	To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.
ENQUIRIES	:	Ms. K Fuller Tel No: (021) 441 8119
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. For online: WC.BCEA@LABOUR.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Western Cape:
POST 05/23	:	**UI CLAIMS OFFICER (X141 POSTS)**
SALARY	:	R269 499 per annum
CENTRE	:	Labour Centre: Beaufort West Ref No: HR4/4/10/637 (X13 Posts) Labour Centre: Cape Town Ref No: HR4/4/10/638 (X12 Posts) Satellite Office: Atlantis Ref No: HR4/4/10/639 (X5 Posts) Satellite Office: Athlone Ref No: HR4/4/10/640 (X11 Posts) Labour Centre: George Ref No: HR4/4/10/641 (X10 Posts) Labour Centre: Knysna Ref No: HR4/4/10/642 (X12 Posts) Satellite Office: Plettenberg Bay Ref No: HR4/4/10/643 (X12 Posts) Labour Centre: Mitchells Plain Ref No: HR4/4/10/644 (X9 Posts) Satellite Office: Nyanga Ref No: HR4/4/10/645 (X12 Posts) Labour Centre: Mossel Bay Ref No: HR4/4/10/646 (X13 Posts) Labour Centre: Oudtshoorn Ref No: HR4/4/10/647 (X9 Posts)

Labour Centre: Vredenburg Ref No: HR4/4/10/648 (X18 Posts)
Satellite Office: Vredendal Ref No: HR4/4/10/649 (X10 Posts)

REQUIREMENTS : Grade 12/ Senior Certificate. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and Procedures, Customer Care. Skills: Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Decision Making.

DUTIES : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

ENQUIRIES : Beaufort West- Ms V Theron Tel No: (023) 285 0981, George- Mr M Charles Tel No: (044) 801 1223
Knysna/Plettenberg Bay- Ms C Windwaai Tel No: (044) 302 6800
Mitchells Plain/Nyanga- Mr F Creighton Tel No: (021) 065 4990
Mossel Bay- Mr C Minnies Tel No: (044) 285 0260
Oudtshoorn- Ms. A Van Wyk Tel No: (044) 285 1340 and Vredenburg/Vredendal- Ms. J Le Fleur Tel No: (022) 065 0815

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
For online: Beaufort West, WCJobs-BEA@LABOUR.gov.za
For online Cape Town, WCJobs-CTN@LABOUR.gov.za
For online Atlantis, WCJobs-ATL@LABOUR.gov.za
For online Athlone, WCJobs-ATH@LABOUR.gov.za
For online George, WCJobs-GRG@LABOR.gov.za
For online Knysna, WCJobs-KNS@LABOUR.gov.za
For online Plettenberg Bay, WCJobs-PLE@LABOUR.gov.za
For online Mitchells Plain, WCJobs-MP@LABOUR.gov.za
For online Nyanga, WCJobs-NYG@LABOUR.gov.za
For online Mossel Bay, WCJobs-MBY@LABOUR.gov.za
For online Oudtshoorn, WCJobs-OUD@LABOUR.gov.za
For online Vredenburg/Vredendal, WCJobs-VRD@LABOUR.gov.za
For online Somerset West, WCJobs-SW@LABOUR.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 05/24 : **CLIENT SERVICE OFFICER: ASSESSOR (X45 POSTS)**

SALARY : R269 499 per annum

CENTRE : Labour Centre: Butterworth but stationed at Centane Satellite Office-Ref: HR4/4/10/01 (X1 Post)
Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/10/02 (X1 Post)
Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office Ref No: HR4/4/10/03 (X1 Post)
Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/10/04 (X1 Post)
Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/10/05 (X1 Post)
Cradock Labour Centre Ref No: HR4/4/10/06 (X1 Post)
Labour Centre: Cradock but stationed at Somerset East Satellite Office Ref No: HR4/4/10/07 (X1 Post)
Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/10/08 (X1 Post)
Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR/4/4/10/09 (X1 Post)
Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR/4/4/10/10 (X1 Post)
Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office Ref No: HR/4/4/10/11 (X1 Post)
Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR/4/4/10/12 (X1 Post)
Labour Centre: Graaf-Reinet Ref No: HR/4/4/9/13 (X1 Post)
Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office Ref No: HR/4/4/10/14 (X1 Post)
Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office Ref No: HR/4/4/10/15 (X1 Post)

Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR/4/4/10/16 (X1 Post)
Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref No: HR/4/9/10/17 (X1 Post)
Labour Centre: Kariega but stationed at Misgund Satellite Office Ref No: HR/4/4/10/18 (X1 Post)
Labour Centre: Kariega but stationed at Hankey Satellite Office Ref No: HR/4/4/10/19 (X1 Post)
Labour Centre: Kariega but stationed at Patensie Satellite Office Ref No: HR/4/4/10/20 (X1 Post)
Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref No: HR/4/4/10/21 (X1 Post)
Labour Centre: Kariega but stationed at Humansdop Satellite Office Ref No: HR/4/4/10/22 (X1 Post)
Labour Centre: Komani Labour Centre Ref No: HR/4/4/10/23 (X1 Post)
Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR/4/4/10/24 (X1 Post)
Labour Centre: Komani but stationed at Cofimvaba Satellite Office Ref No: HR/4/4/10/25 (X1 Post)
Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR/4/4/10/26 (X 1 Post)
Labour Centre: Komani but stationed at Whittlesea Satellite Office Ref No: HR/4/4/10/27 (X1 Post)
Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR/4/4/10/28 (X1 Post)
Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR/4/4/10/29 (X 1 Post)
Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR/4/4/10/30 (X1 Post)
Labour Centre: Makhanda Labour Centre-Ref No: HR4/4/10/31 (X1 Post)
Labour Centre: Makhanda but stationed at Port Alfred Satellite Office Ref No: HR/4/4/10/32 (X1 Post)
Labour Centre: Maletswai Labour Centre Ref No: HR/4/4/10/33 (X1 Post)
Labour Centre: Maletwsai but stationed at Sterkspruit Satellite Office Ref No: HR/4/4/10/34 (X1 Post)
Labour Centre: Mdantsane but stationed at Berlin Satellite Office Ref No: HR/4/4/10/35 (X1 Post)
Labour Centre: Mthatha Labour Centre Ref No: HR/4/4/10/36 (X1 Post)
Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR/4/4/10/37 (X2 Posts)
Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR/4/4/10/38 (X1 Post)
Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR/4/4/10/39 (X1 Post)
Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR/4/4/10/40 (X1 Post)
Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/10/41 (X1 Post)
Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/10/42 (X1 Post)
Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/10/43 (X1 Post)
Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/10/44 (X1 Post)

REQUIREMENTS : Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

DUTIES : Provide screening services, Process applications for UIF Benefits, Register payment continuation forms, Provide administrative functions.

ENQUIRIES : Ms N Getyeza Tel No: (047) 491 0656
Ms. L Nongena Tel No: (039) 254 7201
Mr. T Mgudane Tel No: (046) 645 7700

Ms. N Mkonto Tel No: (048) 881 3010
Mr. S Mshumpela Tel No: (049) 892 2142
Mr. M Njamela Tel No: (043) 702 7500
Ms. W Koba Tel No: (041) 995 7047
Mr. L Mduduma Tel: 043 761 3151
Ms. S Zaula Tel No: (047) 501 5600
Ms. N Mtwa Tel No: (039) 253 1996
Mr. S Thambo Tel No: (045) 807 5477
Ms. N Ntlokwana Tel No: (046) 622 2104
Mr. Mbande Tel No: (043) 718 8380
Mr. R Mbali Tel No: (051) 633 2633
Ms. N Mvanyashe Tel No: (045) 932 1077

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: Jobs-ECBTW@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street emaXesibeni 4735. Email: Jobs-ECMTA@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort, 5720. Email: Jobs-ECFOB@labour.gov.za
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
Deputy Director: Labour Centre Operations, PO Box 342, Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet, 6280. Email: Jobs-ECGRN@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X9084, East London, 5200, Hand deliver at 10 Cnr. Oxford and Hill Street, IG Building East London 5201. Email: Jobs –ECELN@labour.gov.za
Deputy Director: Labour Centre Operations, P.O. Box 562, Kariega, 6230, Hand deliver at 15A Chase Street Kariega, 6230. Email: Jobs-ECUHT@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X19, Mdantsane, 5219, Hand deliver at No.1 Mazaule Street NU1 Mdantsane, 5219. Email: Jobs –ECMDS@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X5080, Mthatha, 5100, Hand deliver at No.8 Cnr Maderia and Elliot Street, Mthatha, 5100 Email Jobs–ECUTT@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road Komani, 5320. Email: Jobs-ECQTN@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box X42, Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X1002, Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki, 4820. Email: Jobs-ECLSS@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 397, Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: Jobs-ECMCR@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box X148, Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai, 9750. Email: Jobs-ECALN@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 260, Qonce, 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za

FOR ATTENTION : Deputy Director: Labour Centre Operations

GRADUATE INTERNSHIP PROGRAMMES FOR THE PERIOD OF 24 MONTHS

The Department of Employment and Labour (Compensation Fund) would like to invite qualifying applicants to apply for Graduate Internship programme) for the period of 24 months. The Graduate Internship Programmes are meant to provide work exposure to graduates for the period of twenty (24) months and the applicants must be unemployed, never participated in the Graduate Internship Programmes previously.

CLOSING DATE : 27 February 2026 at 16:00 (walk-in) and 23:59 midnight (online)

NOTE : The Department of Employment and Labour (Compensation fund) invites South African unemployed graduates to apply for the internship programme. The internship is meant to provide work exposure to graduates related to their qualifications for a period of twenty-four (24) months from the date of

appointment. Applicants must be unemployed and never participated in any internship programme previously. Application quoting the relevant reference number must be submitted through the addresses depicted above or use the correct email address associated with the post. Applicants are not required to submit copies of qualifications and other relevant documents on applications. Only an updated comprehensive CV and a completed initialled and signed new Z83 application form is require, 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. 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. Affidavit confirming that you have not participated in a similar programme before may be required during the invitation to an interview stage. Non-RSA Citizens/Permanent Resident Permit/ should you in possession of foreign qualifications; it must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). 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. Applicants who do not comply with the above-mentioned requirements and instructions will not be considered. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Therefore, only shortlisted candidates will be required to submit their qualifications and other supporting documents on or before the date of the interview. The successful candidate will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations /investigations against them. Should this be uncovered during/ after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security screening process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The Department reserves the right not to make any appointment(s) to the below advertised post(s)

OTHER POSTS

POST 05/25	:	**FINANCE: INTERNSHIP REF NO: HR 5/1/2/3/1 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	KwaZulu Natal Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Finance Management/ Cost and Management Accounting/ Financial Accounting/Accounting/ Management Financial Information System.
DUTIES	:	Assist with procurement processes for the Fund, assist in analysis of compensation of employee's spreadsheets for verification of employees and employee cost, assist in asset verification and reconciliation and assist in administrative duties.
ENQUIRIES	:	Ms V Maninjwa Tel No: (031) 366 2026
APPLICATIONS	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban, 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN 14@labour.gov.za
FOR ATTENTION	:	Human Resource Management KwaZulu Natal Provincial Office
POST 05/26	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/2**
STIPEND	:	R7 860.50 per month
CENTRE	:	KwaZulu Natal Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Public Administration/ Business Administration/ Management/ Administrative Management.

DUTIES	:	Provide Administrative functions to medical service Render Administrative functions.
ENQUIRIES	:	Ms V Maninjwa Tel No: (031) 366 2026
APPLICATIONS	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban, 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN 14@labour.gov.za
FOR ATTENTION	:	Human Resource Management KwaZulu Natal Provincial Office
POST 05/27	:	**ADMIN ASSISTANCE: INTERNSHIP OFFICE OF THE DIRECTOR & DEPUTY DIRECTOR: REF NO: HR 5/1/2/3/3**
STIPEND	:	R7 860.50 per month
CENTRE	:	KwaZulu Natal Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Public Administration/ Business Administration/ Management/Administrative Management/ Financial Accounting.
DUTIES	:	Render Administrative functions to Director and Deputy Director.
ENQUIRIES	:	Ms V Maninjwa Tel No: (031) 366 2026
APPLICATIONS	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001.Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN 14@labour.gov.za
FOR ATTENTION	:	Human Resource Management KwaZulu Natal Provincial Office
POST 05/28	:	**CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/4 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Durban Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration / Management / Administrative Management / Financial Accounting.
DUTIES	:	Assist with claim registration. Prepare documents for compensation benefits. Respond to claim enquiries. Assist in administrative duties.
ENQUIRIES	:	Ms V Maninjwa Tel No: (031) 366 2026
APPLICATIONS	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban, 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN 14@labour.gov.za
FOR ATTENTION	:	Human Resource Management KwaZulu Natal Provincial Office
POST 05/29	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/5 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Durban Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration / Management / Administrative Management / Financial Accounting / Human Resource Management / Auditing.
DUTIES	:	Receive, assess and validate medical invoices. Capture medical invoices, refunds and travelling expenses. Resolves allocated enquiries.
ENQUIRIES	:	Ms V Maninjwa Tel No: (031) 366 2026
APPLICATIONS	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN 14@labour.gov.za
FOR ATTENTION	:	Human Resource Management KwaZulu- Natal Provincial Office
POST 05/30	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/6**
STIPEND	:	R7 860.50 per month
CENTRE	:	Durban Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration / Management / Administrative Management.
DUTIES	:	Provide Administrative functions to medical service. Render Administrative functions.
ENQUIRIES	:	Ms V Maninjwa Tel No: (031) 366 2026
APPLICATIONS	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001.Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN 14@labour.gov.za
FOR ATTENTION	:	Human Resource Management Kwazulu Natal Provincial Office

POST 05/31	:	**CLAIMS REGISTRATION INTERNSHIP REF NO: HR 5/1/2/3/7**
STIPEND	:	R7 860.50 per month
CENTRE	:	Pietermaritzburg labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration / Management / Administrative Management / Financial Accounting.
DUTIES	:	Assist with claim registration. Prepare documents for compensation benefits. Respond to claim enquiries. Assist in administrative duties.
ENQUIRIES	:	Ms V Maninjwa Tel No: (031) 366 2026
APPLICATIONS	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001.Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN 14@labour.gov.za
FOR ATTENTION	:	Human Resource Management KwaZulu Natal Provincial Office
POST 05/32	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/8 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Pietermaritzburg labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration / Management/Administrative Management / Financial Accounting / Human Resource Management/Auditing.
DUTIES	:	Receive, assess and validate medical invoices. Capture medical invoices, refunds and travelling expenses. Resolves allocated enquiries.
ENQUIRIES	:	Ms V Maninjwa Tel No: (031) 366 2026
APPLICATIONS	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN 14@labour.gov.za
FOR ATTENTION	:	Human Resource Management KwaZulu Natal Provincial Office
POST 05/33	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/9**
STIPEND	:	R7 860.50 per month
CENTRE	:	Pietermaritzburg labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration / Management/Administrative Management.
DUTIES	:	Provide Administrative functions to medical service. Render Administrative functions.
ENQUIRIES	:	Ms V Maninjwa Tel No: (031) 366 2026
APPLICATIONS	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001.Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN 14@labour.gov.za
FOR ATTENTION	:	Human Resource Management Kwazulu Natal Provincial Office
POST 05/34	:	**CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/10 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Richard Bay labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration Management / Administrative Management / Financial Accounting.
DUTIES	:	Assist with claim registration. Prepare documents for compensation benefits. Respond to claim enquiries. Assist in administrative duties.
ENQUIRIES	:	Ms V Maninjwa Tel No: (031) 366 2026
APPLICATIONS	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN 14@labour.gov.za
FOR ATTENTION	:	Human Resource Management KwaZulu Natal Provincial Office
POST 05/35	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/11**
STIPEND	:	R7 860.50 per month
CENTRE	:	Richard Bay labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Public Administration / Business Administration Management / Administrative Management / Financial Accounting / Human Resource Management / Auditing.

DUTIES	:	Receive, assess and validate, medical invoices. Capture medical invoices, refunds and travelling expenses. Resolves allocated enquiries.
ENQUIRIES	:	Ms V Maninjwa Tel No: (031) 366 2026
APPLICATIONS	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001.Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN 14@labour.gov.za
FOR ATTENTION	:	Human Resource Management KwaZulu Natal Provincial Office
POST 05/36	:	**FINANCE COID SUB DIRECTORATE: INTERNSHIP REF NO: HR 5/1/2/3/12**
STIPEND	:	R7 860.50 per month
CENTRE	:	Gauteng Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Finance/Accounting.
DUTIES	:	Assisting with financial process for CF and between COID GP and DEL.
ENQUIRIES	:	Mr P Phooko at 064 864 4652
APPLICATIONS	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
FOR ATTENTION	:	Human Resource Management Gauteng Provincial Office
POST 05/37	:	**CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/13 (X5 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Johannesburg Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Operations Management.
DUTIES	:	Checking claims documents for completeness. Registration of claims. Contact employers for outstanding documents.
ENQUIRIES	:	Mr P Phooko at 064 864 4652
APPLICATIONS	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
FOR ATTENTION	:	Human Resource Management Gauteng Provincial Office
POST 05/38	:	**CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/14 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Pretoria Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration.
DUTIES	:	Checking claims documents for completeness. Registration of claims. Contact employers for outstanding documents.
ENQUIRIES	:	Mr P Phooko at 064 864 4652
APPLICATIONS	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
FOR ATTENTION	:	Human Resource Management Gauteng Provincial Office
POST 05/39	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/15**
STIPEND	:	R7 860.50 per month
CENTRE	:	Pretoria Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management / Public Administration/ Nursing.
DUTIES	:	Assist in capturing and processing of medical invoices.
ENQUIRIES	:	Mr P Phooko at: 064 864 4652
APPLICATIONS	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
FOR ATTENTION	:	Human Resource Management Gauteng Provincial Office
POST 05/40	:	**CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/16 (X4 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Delta Heights
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management / Public Administration / Nursing / Auditing / Human Resource Management.
DUTIES	:	Check completeness of documents for claims. Registration of claims.
ENQUIRIES	:	Mr P Phooko at 064 864 4652
APPLICATIONS	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
FOR ATTENTION	:	Human Resource Management Gauteng Provincial Office

POST 05/41	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/17 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Delta Heights
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management / Public Administration / Nursing.
DUTIES	:	Assist in capturing and processing of medical invoices.
ENQUIRIES	:	Mr P Phooko at 064 864 4652
APPLICATIONS	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
FOR ATTENTION	:	Human Resource Management Gauteng Provincial Office
POST 05/42	:	**HUMAN RESOURCE MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/18**
STIPEND	:	R7 860.50 per month
CENTRE	:	Delta Heights
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Human Resource Management.
DUTIES	:	Assist with HRM processes.
ENQUIRIES	:	Mr P Phooko at 064 864 4652
APPLICATIONS	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
FOR ATTENTION	:	Human Resource Management Gauteng Provincial Office
POST 05/43	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/19 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Delta Heights
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Nursing.
DUTIES	:	Capture and maintain medical services statistics Update chronic patients lists and stats. Check capture stats for correctness before CF HO submissions. Coordinate reports and reports for RR, Assistive requests and Frail care.
ENQUIRIES	:	Mr P Phooko at Tel No: 064 864 4652
APPLICATIONS	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
FOR ATTENTION	:	Human Resource Management Gauteng Provincial Office
POST 05/44	:	**ADMIN ASSISTANCE QUALITY ASSURANCE LABOUR CENTRE SUPPORT: INTERNSHIP REF NO: HR 5/1/2/3/20 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Limpopo Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Office Management / Public Management / Business Management / Public Administration
DUTIES	:	Attend to Ministerial and telephonic enquiries. Record management, consolidate and prepare monthly reports. Scanning and, Filing, provide secretariat support, Assist with traveling logistics. Attend to visitors, make necessary appointments, collect document, Track documents, Extract mid-month performance of Labour centre. Monitor submission of performance and quality assurance of AGSA request e.g. RFI/COMAF" S
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-LP@labour.gov.za
FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office
POST 05/45	:	**LEGAL SUPPORT: INTERNSHIP REF NO: HR 5/1/2/3/21 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Limpopo Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Finance/ Accounting/ Cost and Management Accounting/ BCOM Law/ LLB.
DUTIES	:	Finance Support. Assist in CF Management Budget and Asset. Assist in Verification of CF Expenditure
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699

APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-LP@labour.gov.za
FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office
POST 05/46	:	**ASSISTANT DIRECTOR: SUPPORT: INTERNSHIP REF NO: HR 5/1/2/3/22 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Limpopo Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Management / Financial Accounting / Accounting / Human Resource Management.
DUTIES	:	Assist in compilation of Monthly stats for Assistive device, Pre-Authorization, Re-opening, Rehab and Rehabilitation case management. Assist in capturing and updating a data for chronic, assistive device and Chronic Medication Client. Attend to Ministerial, telephonic and H/ enquiries. Attend to Walk-in clients Manage monthly minutes, registers and coordination of invites and meetings. Assist in Bookings/Accommodation and fleet.
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-LP@labour.gov.za
FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office
POST 05/47	:	**CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/23**
STIPEND	:	R7 860.50 per month
CENTRE	:	Modimolle Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management/ Operations Management/ Financial Accounting/ Accounting/ Human Resource Management.
DUTIES	:	Record management, Scanning, Filing, Enquiries, Claim registration, Compile letters, collect document, Track documents, Attend telephones.
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-MOD@labour.gov.za
FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office
POST 05/48	:	**CUSTOMER CARE AND QUALITY ASSURANCE: INTERNSHIP REF NO: HR 5/1/2/3/24 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Modimolle Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Operations Management.
DUTIES	:	Handle all services related queries and complaints. Assist employer's services at the Kiosk. Register the claims on the operational system. Queue Management.
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/ 1699
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-MOD@labour.gov.za
FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office
POST 05/49	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/25 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Modimolle Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting / Human Resource Management.
DUTIES	:	Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, Stamp manual invoices, Capture invoices, Compile letters, collect document, Track documents, Attend telephones.
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-MOD@labour.gov.za

FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office
POST 05/50	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/26**
STIPEND	:	R7 860.50 per month
CENTRE	:	Modimolle Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Financial Accounting / Accounting / Human Resource Management.
DUTIES	:	Record management, Scanning, Filing, Enquiries, attend to walk-in clients, manage and update medical reports, Record and prepare, request outstanding information, submissions, receive incoming claims, check claims acceptance, Compile letters, Track documents, Attend telephones.
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-MOD@labour.gov.za
FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office
POST 05/51	:	**CLAIM REGISTRATION QUALITY ASSURANCE AND CUSTOMER CARE: INTERNSHIP REF NO: HR 5/1/2/3/27 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Polokwane Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Financial Accounting / Accounting / Human Resource Management.
DUTIES	:	Record management, Scanning, Filing, Enquiries, claim registration, Compile letters, collect document, Track documents, Attend telephones.
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-PLK@labour.gov.za
FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office
POST 05/52	:	**CLAIM REGISTRATION QUALITY ASSURANCE AND CUSTOMER CARE: INTERNSHIP REF NO: HR 5/1/2/3/28 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Polokwane Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Financial Accounting / Accounting / Human Resource Management.
DUTIES	:	Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, stamp manual invoices, Capture invoices, Compile letters, collect document, Track documents, Attend telephones.
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-PLK@labour.gov.za
FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office
POST 05/53	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/29 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Polokwane Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Financial Accounting / Accounting / Human Resource Management.
DUTIES	:	Record management, Scanning, Filing, Enquiries, attend to walk-in clients, manage and update medical reports, Record and prepare, request outstanding information, submissions, receive incoming claims, check claims acceptance, Compile letters, Track documents, Attend telephones.
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-PLK@labour.gov.za
FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office

POST 05/54	:	**CLAIM REGISTRATION QUALITY ASSURANCE AND CUSTOMER CARE: INTERNSHIP REF NO: HR 5/1/2/3/30 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Tzaneen Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management/ Operations Management.
DUTIES	:	Record management, Scanning, Filing, Enquiries, claim registration, Compile letters, collect document, Track documents, Attend telephones.
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-TZN@labour.gov.za
FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office
POST 05/55	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/31 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Tzaneen Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management/ Social Science/ Human Resource Management.
DUTIES	:	Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, stamp manual invoices, Capture invoices, Compile letters, collect document, Track documents, Attend telephones.
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-TZN@labour.gov.za
FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office
POST 05/56	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/32 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Tzaneen Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management/ Social Science/ Human Resource Management.
DUTIES	:	Record management, Scanning, Filing, Enquiries, attend to walk-in clients, manage and update medical reports, Record and prepare, request outstanding information, submissions, receive incoming claims, check claims acceptance, Compile letters, Track documents, Attend telephones.
ENQUIRIES	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-TZN@labour.gov.za
FOR ATTENTION	:	Human Resource Management Limpopo Provincial Office
POST 05/57	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/33 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Mpumalanga Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Administration/ Human Resource Management/ Marketing/ Office Administration/ Administrative Management/ Bachelor of Administration.
DUTIES	:	Daily stats reporting. POE, checklists and general administration. Record management Scanning, Filing, Enquiries, attend to walk-in clients, Record and prepare statistics, request outstanding information, submissions, receive incoming claims, check claims acceptance.
ENQUIRIES	:	Mr Oko Mpongwana, and Ms Tebogo Mohlala Tel No: (013) 655 8700
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035.Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni Email to: Jobs-MPU-HRD@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Mpumalanga Provincial Office
POST 05/58	:	**ASSISTANT ADMIN DIRECTOR'S OFFICE: INTERNSHIP REF NO: HR 5/1/2/3/34**
STIPEND	:	R7 860.50 per month
CENTRE	:	Mpumalanga Provincial Office

REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Administration/ Human Resource Management/ Marketing/ Office Administration/ Administrative Management/ Bachelor of Administration.
DUTIES	:	Administrations. Minutes taking. Preparation of MOs. Record management. Scanning, Filing, Enquiries, attend to walk-in clients, Record and prepare statistics, request outstanding information, submissions, receive incoming claims, check claims acceptance.
ENQUIRIES	:	Mr Oko Mpongwana, and Ms Tebogo Mohlala Tel No: (013) 655 8700
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035.Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni Email to: Jobs-MPU-HRD@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Mpumalanga Provincial Office
POST 05/59	:	**COID SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/35 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Secunda Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Administration / Human Resource Management / Marketing / Office Administration / Administrative Management / Bachelor of Administration.
DUTIES	:	Daily stats reporting POE, checklists and general administration.
ENQUIRIES	:	Mr Oko Mpongwana, and Ms Tebogo Mohlala Tel No: (013) 655 8700
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035.Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni Email to: Jobs-MPU-HRD@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Mpumalanga Provincial Office
POST 05/60	:	**COID SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/36 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Mbombela Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Administration / Human Resource Management / Marketing / Office Administration / Administrative Management/ Bachelor of Administration.
DUTIES	:	Daily stats reporting POE, checklists and general administration.
ENQUIRIES	:	Mr Oko Mpongwana, and Ms Tebogo Mohlala Tel No: (013) 655 8700
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035.Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni Email to: Jobs-MPU-HRD@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Mpumalanga Provincial Office
POST 05/61	:	**COID SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/37 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Emalahleni Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Administration / Human Resource Management / Marketing / Office Administration / Administrative Management / Bachelor of Administration.
DUTIES	:	Daily stats reporting POE, checklists and general administration.
ENQUIRIES	:	Mr Oko Mpongwana, and Ms Tebogo Mohlala Tel No: (013) 655 8700
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035.Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni Email to: Jobs-MPU-HRD@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Mpumalanga Provincial Office
POST 05/62	:	**FINANCE: INTERNSHIP REF NO: HR 5/1/2/3/38**
STIPEND	:	R7 860.50 per month
CENTRE	:	Northwest Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Finance / Accounting / Bcom / Cost and Management Accounting.
DUTIES	:	CF Finance in COID Operations.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8128
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northwest Provincial Office

POST 05/63	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/39**
STIPEND	:	R7 860.50 per month
CENTRE	:	Northwest Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Nursing and Nursing related qualification.
DUTIES	:	Medical services within the Province.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8128
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northwest Provincial Office
POST 05/64	:	**ADMIN ASSISTANCE: INTERNSHIP OFFICE OF THE DIRECTOR & DEPUTY DIRECTOR: REF NO: HR 5/1/2/3/40 (X5 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Northwest Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Admin / Management / Human Resource Management / Business Administration / Management / Administrative Management
DUTIES	:	Administration, Claims and Medical payments
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8128
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northwest Provincial Office
POST 05/65	:	**CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/41**
STIPEND	:	R7 860.50 per month
CENTRE	:	Rustenburg Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Administration / Management / Human Resource Management / Business Administration / Management / Administrative Management.
DUTIES	:	Administration, Claims and Medical payments.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8128
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northwest Provincial Office
POST 05/66	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/42**
STIPEND	:	R7 860.50 per month
CENTRE	:	Rustenburg Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Administration / Management / Human Resource Management / Business Administration / Management / Administrative Management / Management.
DUTIES	:	Administration, Claims and Medical payments.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8128
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northwest Provincial Office
POST 05/67	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/43**
STIPEND	:	R7 860.50 per month
CENTRE	:	Rustenburg Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Nursing and other Nursing related qualification
DUTIES	:	Medical services functions in the processing centre.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8128
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho. Email to: Jobs-NW10@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northwest Provincial Office

POST 05/68	:	**CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/44**
STIPEND	:	R7 860.50 per month
CENTRE	:	Klerksdorp Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Administration / Management / Human Resource Management / Business Administration / Management / Management / Administrative Management
DUTIES	:	Claims related function.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8128
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northwest Provincial Office
POST 05/69	:	**MEDICAL PAYMENT: INTERNSHIP REF NO: HR 5/1/2/3/45**
STIPEND	:	R7 860.50 per month
CENTRE	:	Klerksdorp Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Administration / Management / Human Resource Management / Business Administration / Management / Management / Administrative Management
DUTIES	:	Medical payments function.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8128
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northwest Provincial Office
POST 05/70	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/46**
STIPEND	:	R7 860.50 per month
CENTRE	:	Klerksdorp Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Nursing and Nursing related qualifications.
DUTIES	:	Medical services function.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8128
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northwest Provincial Office
POST 05/71	:	**CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/47**
STIPEND	:	R7 860.50 per month
CENTRE	:	Mafikeng Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Administration / Management / Human Resource Management / Business Administration / Management / Management / Administrative Management
DUTIES	:	Claims related functions.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8128
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northwest Provincial Office
POST 05/72	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/48**
STIPEND	:	R7 860.50 per month
CENTRE	:	Mafikeng Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Administration/ Management / Human Resource Management / Business Administration/ Management / Management / Administrative Management
DUTIES	:	Medical payments function.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8128
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northwest Provincial Office

POST 05/73	:	**ADMIN ASSISTANCE: INTERNSHIP OFFICE OF THE DEPUTY DIRECTOR REF NO: HR 5/1/2/3/49**
STIPEND	:	R7 860.50 per month
CENTRE	:	Free State Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Office Management / Public Management / Business Management / Public Administration
DUTIES	:	Record management, Scanning, Filing, Enquiries, provide secretariat support, assist with traveling logistics, prepare reports, attend to visitors, make necessary appointments, Collect document, Track documents, Attend telephones.
ENQUIRIES	:	Mr S Zakwe Tel No: (051) 505 6300
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein. Email to: Jobs-FS4@labour.gov.za
FOR ATTENTION	:	Human Resource Management Free State Provincial Office
POST 05/74	:	**CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/50 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Bloemfontein Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting / Human Resource Management
DUTIES	:	Record management, Scanning, Filing, Enquiries, provide secretariat support, assist with traveling logistics, prepare reports, attend to visitors, make necessary appointments, Collect document, Track documents, Attend telephones.
ENQUIRIES	:	Mr S Zakwe Tel No: (051) 505 6300
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein. Email to: Jobs-FS4@labour.gov.za
FOR ATTENTION	:	Human Resource Management Free State Provincial Office
POST 05/75	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/51 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Bloemfontein Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Nursing/Public Management.
DUTIES	:	Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, Stamp manual invoices, Capture invoices, Compile letters, Collect document, Track documents, Attend telephones.
ENQUIRIES	:	Mr S Zakwe Tel No: (051) 505 6300
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X 522, Bloemfontein, 9300 or hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein. Email to: Jobs-FS4@labour.gov.za
FOR ATTENTION	:	Human Resource Management Free State Provincial Office
POST 05/76	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/52**
STIPEND	:	R7 860.50 per month
CENTRE	:	Bloemfontein Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting / Human Resource Management.
DUTIES	:	Record management, Scanning, Filing, Enquiries, attend to walk-in clients, manage and update medical reports, Record and prepare, request outstanding information, submissions, receive incoming claims, check claims acceptance, Compile letters, Track documents, Attend telephones.
ENQUIRIES	:	Mr S Zakwe Tel No: (051) 505 6300
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein Email to: Jobs-FS4@labour.gov.za
FOR ATTENTION	:	Human Resource Management Free State Provincial Office
POST 05/77	:	**CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/53 (X3 POSTS)**
STIPEND	:	R7 860.50 per month

CENTRE	:	Bethlehem Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting / Human Resource Management
DUTIES	:	Record management, Scanning, Filing, Enquiries, claim registration, Compile letters, collect document, Track documents, Attend telephones.
ENQUIRIES	:	Mr S Zakwe Tel No: (051) 505 6300 Mr S Zakwe Tel No: (051) 505 6300
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein Email to: Jobs-FS4@labour.gov.za
FOR ATTENTION	:	Human Resource Management Free State Provincial Office
POST 05/78	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/54 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Bethlehem Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting/Human Resource Management
DUTIES	:	Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, stamp manual invoices, Capture invoices, Compile letters, collect document, Track documents, Attend telephones.
ENQUIRIES	:	Mr S Zakwe Tel No: (051) 505 6300
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein Email to: Jobs-FS4@labour.gov.za
FOR ATTENTION	:	Human Resource Management Free State Provincial Office
POST 05/79	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/55**
STIPEND	:	R7 860.50 per month
CENTRE	:	Bethlehem Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Nursing / Public Management
DUTIES	:	Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, stamp manual invoices, Capture invoices, Compile letters, collect document, Track documents, Attend telephones.
ENQUIRIES	:	Mr S Zakwe Tel No: (051) 505 6300
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein Email to: Jobs-FS4@labour.gov.za
FOR ATTENTION	:	Human Resource Management Free State Provincial Office
POST 05/80	:	**CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/56 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Welkom Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting/Human Resource Management
DUTIES	:	Record management, Scanning, Filing, Enquiries, claim registration, Compile letters, collect document, Track documents, Attend telephones.
ENQUIRIES	:	Mr S Zakwe Tel No: (051) 505 6300
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein Email to: Jobs-FS4@labour.gov.za
FOR ATTENTION	:	Human Resource Management Free State Provincial Office
POST 05/81	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/57 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Welkom Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting / Human Resource Management

DUTIES	:	Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, Stamp manual invoices, Capture invoices, Compile letters, collect document, Track documents, Attend telephones.
ENQUIRIES	:	Mr S Zakwe; Tel: 051 505 6300
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein. Email to: Jobs-FS4@labour.gov.za
FOR ATTENTION	:	Human Resource Management Free State Provincial Office
POST 05/82	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/58**
STIPEND	:	R7 860.50 per month
CENTRE	:	Welkom Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Nursing/Public Management
DUTIES	:	Record management, Scanning, Filing, Enquiries, attend to walk-in clients, manage and update medical reports, Record and prepare, Request outstanding information, submissions, receive incoming claims, check claims acceptance, Compile letters, Track documents, Attend telephones.
ENQUIRIES	:	Mr S Zakwe Tel No: (051) 505 6300
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein Email to: Jobs-FS4@labour.gov.za
FOR ATTENTION	:	Human Resource Management Free State Provincial Office
POST 05/83	:	**FINANCE: INTERNSHIP REF NO: HR 5/1/2/3/59 (X4 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Northern Cape Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Auditing/Financial Management / Financial Accounting / Cost and Management Accounting / Finance / Economic s/ Commercial Law
DUTIES	:	Assist the CF Provincial office with budget monitoring. Assist with review of payment files in all labour centres in the province. Assist with the calculations of compensation benefits. Assist with movable assets management.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northern Cape Provincial Office
POST 05/84	:	**ADMIN ASSISTANCE: INTERNSHIP OFFICE OF THE DIRECTOR & DEPUTY DIRECTOR: REF NO: HR 5/1/2/3/60**
STIPEND	:	R7 860.50 per month
CENTRE	:	Northern Cape Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Management Assistant/Office Administration/ Management/Public Management.
DUTIES	:	Assist with provision of administrative support to COID provincial office management.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northern Cape Provincial Office
POST 05/85	:	**CLAIM REGISTRATION; INTERNSHIP REF NO: HR 5/1/2/3/61 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Upington Labour Centre
REQUIREMENTS	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/BCom/ Finance/ Administration.
DUTIES	:	Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administrative duties.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northern Cape Provincial Office

POST 05/86	:	**BENEFITS PROCESSING/ADJUDICATION: INTERNSHIP REF NO: HR 865/1/2/3/62 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Upington Labour Centre
REQUIREMENTS	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/BCom/ Finance/ Administration.
DUTIES	:	Register and acknowledge claims. Prepare compensation benefits. Render administrative duties. Handle claim enquiries.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northern Cape Provincial Office
POST 05/87	:	**PENSION ADMINISTRATION: NTERNSHIP REF NO: HR 5/1/2/3/63**
STIPEND	:	R7 860.50 per month
CENTRE	:	Upington Labour Centre
REQUIREMENTS	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/ BCom/ Finance/ Administration.
DUTIES	:	Assist in rendering pension administration in the province. Verify pension claims. Handle claim enquiries.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northern Cape Provincial Office
POST 05/88	:	**CLAIMS REGISTRATION; INTERNSHIP REF NO: HR 5/1/2/3/64 (X4 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Kimberley Labour Centre
REQUIREMENTS	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/BCom/ Finance/ Administration
DUTIES	:	Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administrative duties.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northern Cape Provincial Office
POST 05/89	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/65 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Kimberley Labour Centre
REQUIREMENTS	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/BCom/ Finance/ Administration.
DUTIES	:	Receive, assess and validate medical invoices. Capture medical invoices, refunds and travel expenses. Assess medical invoices according to DG delegations applicable. Resolve allocated enquiries as per prescribed timeframe.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northern Cape Provincial Office
POST 05/90	:	**BENEFITS PROCESSING/ADJUDICATION: INTERNSHIP REF NO: HR 5/1/2/3/66 (X4 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Kimberley Labour Centre

REQUIREMENTS	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/BCom/ Finance/ Administration.
DUTIES	:	Register and acknowledge claims. Prepare compensation benefits. Render administrative duties. Handle claim enquiries.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northern Cape Provincial Office
POST 05/91	:	**PENSION ADMINISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/67 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Kimberley Labour Centre
REQUIREMENTS	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/BCom/ Finance/ Administration.
DUTIES	:	Assist in rendering pension administration in the province. Verify pension claims. Handle claim enquiries.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
FOR ATTENTION	:	Human Resource Management Northern Cape Provincial Office
POST 05/92	:	**FINANCE: INTERNSHIP REF NO: HR 5/1/2/3/68**
STIPEND	:	R7 860.50 per month
CENTRE	:	Western Cape Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Finance.
DUTIES	:	Admin support asset management monitoring budget.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Western Cape Provincial Office
POST 05/93	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/69 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Western Cape Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Administration.
DUTIES	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Western Cape Provincial Office
POST 05/94	:	**CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/70 (X5 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Cape Town Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration.
DUTIES	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
ENQUIRIES	:	Ms B Gae; Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Western Cape Provincial Office
POST 05/95	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/71 (X5 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Cape Town Labour Centre

REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Administration.
DUTIES	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Western Cape Provincial Office
POST 05/96	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/72 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Cape Town Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Administration.
DUTIES	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Western Cape Provincial Office
POST 05/97	:	**CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/73 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Bellville Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Administration.
DUTIES	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Western Cape Provincial Office
POST 05/98	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/74 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Bellville Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Administration.
DUTIES	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Western Cape Provincial Office
POST 05/99	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/75**
STIPEND	:	R7 860.50 per month
CENTRE	:	Bellville Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration
DUTIES	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Western Cape Provincial Office
POST 05/100	:	**CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/76 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	George Labour Centre

REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration.
DUTIES	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Western Cape Provincial Office
POST 05/101	:	**MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/77 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	George Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration.
DUTIES	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Western Cape Provincial Office
POST 05/102	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/78**
STIPEND	:	R7 860.50 per month
CENTRE	:	George Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration
DUTIES	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
FOR ATTENTION	:	Human Resource Management Western Cape Provincial Office
POST 05/103	:	**INTERNSHIP OFFICE OF THE DIRECTOR AND FINANCE: INTERNSHIP REF NO: HR 5/1/2/3/79 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Eastern Cape Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Cost and Management Accounting / Financial Information Systems / Financial Management/Internal Audit.
DUTIES	:	Provide supply chain management services for the Compensation Fund in the Province. Coordinate budget planning for Compensation Fund in the province; Provide financial accounting services for COID benefits; Verification of claims, Develop demand plan for the province; Verification of claimants bank details, Coordinate the receipt and registration of assets -Coordinate record keeping of asset movements. Providing administrative support in Director's office Managing client enquiries and complaints.
ENQUIRIES	:	Mr S Nqabeni at 066 114 2056
APPLICATIONS	:	Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC9@labour.gov.za
FOR ATTENTION	:	Human Resource Management Eastern Cape Provincial Office
POST 05/104	:	**COID SERVICE INTERNSHIP: OFFICE OF THE DEPUTY DIRECTORREF NO: HR 5/1/2/3/80 (X2 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Eastern Cape Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration / Business Management / Administration / Administrative Management / Operations Management / Office Management and Technology.
DUTIES	:	Claim processing (register and execute tasks). Handling of enquiries (sourcing outstanding information for finalisation of claims, attend and respond to client queries). Quality assurance of claims. Conduct claim verifications. Verification

		of benefits calculations. Render administrative duties at provincial office (filing of documents)
ENQUIRIES	:	Mr S Nqabeni at 066 114 2056
APPLICATIONS	:	Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC9@labour.gov.za
FOR ATTENTION	:	Human Resource Management Eastern Cape Provincial Office
POST 05/105	:	**MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/81**
STIPEND	:	R7 860.50 per month
CENTRE	:	Eastern Cape Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Office Management/Public Management/ Business Management.
DUTIES	:	Claim processing management (register/track/ update claims on the system); POE records documentation; liaison and communication (point of contact for walk ins, follow up on outstanding OD documents, communicate claim outcomes); admin support (compiling minutes, uploading POEs, POE verification, schedule appointments)
ENQUIRIES	:	Mr S Nqabeni at 066 114 2056
APPLICATIONS	:	Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC2@labour.gov.za
FOR ATTENTION	:	Human Resource Management Eastern Cape Provincial Office
POST 05/106	:	**COID SERVICES CLAIM PROCESSING: INTERNSHIP REF NO: HR 5/1/2/3/82 (X3 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Queens Town/ Komani Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration / Business Management / Administration / Administrative Management / Operations Management / Office Management and technology/ Financial Information Systems / Financial Management / Internal Audit.
DUTIES	:	Claim processing (register and execute tasks). Handling of enquiries (sourcing outstanding information for finalisation of claims, attend and respond to client queries). Quality assurance activity of claims. Conduct claim verifications. Verification of benefits calculations. Render administrative duties for CF processing office (filing of documents)
ENQUIRIES	:	Mr S Nqabeni at 066 114 2056
APPLICATIONS	:	Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-ECQTN@labour.gov.za
FOR ATTENTION	:	Human Resource Management Eastern Cape Provincial Office
POST 05/107	:	**COID SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/83 (X4 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	East London Provincial Office
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration / Business Management / Administration / Administrative Management / Operations Management / Office Management and technology / Financial Information Systems / Financial Management / Internal Audit.
DUTIES	:	Claim processing (register and execute tasks). Handling of enquiries (sourcing outstanding information for finalisation of claims, attend and respond to client queries). Quality assurance activity of claims. Conduct claim verifications. Verification of benefits calculations. Render administrative duties for CF processing office (filing of documents)
ENQUIRIES	:	Mr S Nqabeni at 066 114 2056
APPLICATIONS	:	Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-ECELN@labour.gov.za
FOR ATTENTION	:	Human Resource Management Eastern Cape Provincial Office
POST 05/108	:	**COID SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/84 (X4 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Mthatha Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration / Business Management / Administration / Administrative Management / Operations Management / Office Management and technology / Financial Information Systems / Financial Management / Internal Audit.
DUTIES	:	Claim processing (register and execute tasks). Handling of enquiries (sourcing outstanding information for finalisation of claims, attend and respond to client

		queries). Quality assurance activity of claims. Conduct claim verifications. Verification of benefits calculations. Render administrative duties for CF processing office (filing of documents)
ENQUIRIES	:	Mr S Nqabeni at 066 114 2056
APPLICATIONS	:	Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-ECUTT@labour.gov.za
FOR ATTENTION	:	Human Resource Management Eastern Cape Provincial Office
POST 05/109	:	**COID SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/85 (X4 POSTS)**
STIPEND	:	R7 860.50 per month
CENTRE	:	Gqeberha Labour Centre
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration / Business Management / Administration / Administrative Management / Operations Management / Office Management and technology / Financial Information Systems / Financial Management / Internal Audit
DUTIES	:	Claim processing (register and execute tasks). Handling of enquiries (sourcing outstanding information for finalisation of claims, attend and respond to client queries). Quality assurance activity of claims. Conduct claim verifications. Verification of benefits calculations. Render administrative duties for CF processing office (filing of documents)
ENQUIRIES	:	Mr S Nqabeni at 066 114 2056
APPLICATIONS	:	Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-ECPLZ@labour.gov.za
FOR ATTENTION	:	Human Resource Management Eastern Cape Provincial Office

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

APPLICATIONS : **Pretoria and Limpopo**: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.

Cape Town, Northen Cape, Eastern Cape, Limpopo, Mpumalanga and KwaZulu Natal: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.

CLOSING DATE : 02 March 2026, 16:00. No late application will be accepted

NOTE : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme.

Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

ERRATUM: Kindly note that the post for Scientist Production Grade A Cape Town with Ref No: OC/CT02/2026 advertised in the Public Service Vacancy Circular 04 dated 06 February 2026 with the closing date of 23 February 2026 is amended. The amendment is as follows, the email address is OCCT02-2026@dffe.gov.za. The post of Chief Director Oceans and Coastal Research

with Ref No: OC/CT01/2026 advertised in the Public Service Vacancy Circular 04 dated 06 February 2026 with the closing date of 23 February 2026 is amended. The amendment is as follows, the email address is OCCT01-2026@dffe.gov.za

OTHER POSTS

POST 05/110 : **DEPUTY DIRECTOR: BUILDING AND PPP MANAGEMENT SERVICES REF NO: CMS09/2026**

SALARY : R896 436 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Building Management/Facilities/Property Management/Built Environment/Project Management/Public Administration or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in Building Management/Facilities/Property Management/ Built Environment/Project Management/Public Administration or relevant field of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Experience in managing facilities and administration services in the department for inland offices including PPP Agreement for Head office. Knowledge of project management, public sector property management, facilities and maintenance management, GIAMA and DPWI property frameworks, PFMA, Treasury Regulations and building compliance, municipal billing and utility management. Knowledge of Administrative procedures. Computer literacy, Communication skills (verbal, writing), Good interpersonal relations skills Planning and Organizing skills, Research, Analytical thinking, Conflict handling and managerial skills. Ability to facilitate training. Ability to communicate with ministries, senior management, officials and the public in a professional manner. Ability to gather and analyze information. Ability to interpret and apply policies, directives and prescripts. Ability to work with difficult people and to resolve conflicts. Ability to provide immediate solutions to problems. Ability to work individually and in a team. Ability to work under pressure.
DUTIES : Manage the administration of building management function, Oversee the management of lease contracts entered into by DPWI on behalf of DFFE, Ensure compliance with lease terms, occupation agreements and service obligations. Liaise with DPWI on lease renewals, terminations, space utilisation and alignment with departmental needs. Provie oversight of planned, preventative, and corrective maintenance of DFFE facilities, Coordinate maintenance interventions with DPWI, landlords and service providers, Lead the development, implementation and annual review of the User Asset Management Plan (UAMP) Ensure maintenance of all inland buildings for the Department. Oversee efficient administration of Department water, electricity, municipal and other utility accounts. Lead and manage the implementation of PPP Agreement and associated Service Level Agreement (SLA's), Ensure compliance with the Treasury PPP Framework, PFMA and contractual obligations, manage contract variations, amendments and dispute resolution process where applicable, Ensure Contract and Performance Management, ensure compliance to relevant schedules and the output specification. Drive corrective actions for underperformance and ensure continuous improvement Implementation of payment mechanism and ensure compliance to relevant PPP schedules, Ensure verification and approval of PPP invoices, availability payments, penalties and deductions, Manage responses on compliance reviews and Treasury engagements, Ensure proper record keeping, reporting and accountability in line with governance requirements, Serve as the primary DFFE interface with the Private Party and key service providers, Manage performance reviews and governance meetings Provide strategic reports and briefings to senior management and ensure oversite of the Facilities Management (FM) System.
ENQUIRIES : Ms C Thabana Tel No: (012) 399 8522
APPLICATIONS : CMS09-2026@dffe.gov.za

POST 05/111 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: COMPLIANCE: ENVIRONMENTAL IMPACT AND POLLUTION REF NO: RCSM17/2026**

SALARY : R612 480 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : A four (4) years Degree in Natural /Environmental Sciences or relevant qualification as recognized by SAQA. A minimum of six (6) years' post-

qualification experience in environmental compliance monitoring, auditing and reporting or relevant field. An extensive understanding of environmental auditing, pollution and waste monitoring procedures. Applicant must have an understanding and Sound understanding of strategic coordination, business planning, policy development and risk management. Good computer literacy, professional report writing, research, negotiation and presentation skills. Ability to gather, analyse and interpret information. Ability to manage stakeholders, work with difficult persons and resolve conflict. Good interpersonal and communication skills. Ability to work independently and in a team. Valid driving licence.

DUTIES : Conduct joint prioritized compliance inspections and baseline/follow-up inspections. Coordinate pre-inspection planning, stakeholder engagements and document requests. Allocate reference numbers and issue inspection notifications to facilities and affected authorities. Conduct compliance inspections against DFFE-issued environmental authorizations, waste management licenses and relevant legal prescripts. Obtain and review environmental compliance reports, permits and relevant documentation. Conduct site and desktop inspections and audit report reviews. Compile, edit and finalize inspection and audit reports within prescribed timeframes. Draft and issue response and compliance correspondence. Manage records, update EDMS and maintain record sheets. Provide compliance and enforcement support and lead inspection teams during operations. Conduct audits of waste management facilities and compile regulatory checklists in line with NEM: WA provisions, norms and standards. Participate in departmental compliance initiatives and contribute to regulatory monitoring programmes.

ENQUIRIES : Mr V Loate, Tel No: (012) 399 8507
APPLICATIONS : RCSM17-2026@dffe.gov.za

POST 05/112 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: ADAPTATION NATURAL RESOURCE SECTORS REF NO: CCQA03/2026**

SALARY : R612 480 per annum
CENTRE : Pretoria
REQUIREMENTS : A four-year Degree (NQF8) in Natural / Environmental Sciences or relevant qualification as recognized by SAQA plus six (6) years' post qualification experience in the relevant field. Knowledge of environmental, international governance and development issues (globally, regionally, locally). Knowledge of Climate Change and environmental management and related policies. Financial Management and associated prescripts. Ability to manage and plan activities, including projects and policy matters. Policy formulation skills, presentation skills, negotiation skills, planning and organizing skills, communication skills (written and spoken), Programme and Project Management skills; Writing skills, decision-making skills, report writing skills. Computer Literacy. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyze information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to collect and interpret information and reports. Interpersonal relations.

DUTIES : Support strategic partnerships with international and national stakeholders, including government departments, non-governmental organizations, private sector entities, and academic institutions. Support the United Framework Convention on Climate Change (UNFCCC) with a strong focus on the Loss and Damage (L&D) programme of work. Provide technical support on the development, resourcing and implementation of climate-related projects. Coordinate the implementation, monitoring, and review of the National Climate Change Adaptation Strategy (NCCAS) to build the nation's resilience to climate change impacts. Support the implementation and operationalization of the National Framework for Climate Services (NFCS) to ensure the provision of climate information and services to key sectors. Facilitate and support adaptation initiatives within critical natural resource sectors (Agriculture, Water, Biodiversity, Oceans & Coast) to enhance their resilience to climate change.

ENQUIRIES : Mr. T Phago Tel No: (012) 399 9172
APPLICATIONS : CCAQ03-2026@dffe.gov.za

POST 05/113 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): MINING APPEALS REF NO: RCSM/CT01/2026**

SALARY : R586 956 per annum, (OSD)
CENTRE : Cape Town

REQUIREMENTS : LLB Degree or relevant qualification as recognized by SAQA. A minimum of eight (8) years' experience post qualification in the relevant field. An extensive understanding of law, Public Services and Departmental procedures. Applicant must have a broad knowledge of strategic coordination, policy development, risk management and audit procedures. Understand the facilitation of project management, research methodologies and presentation. Have good reporting / professional writing, policy formulation and negotiation skills. Ability to gather and analyse information, and adherence to timelines is essential. Ability to work with difficult persons and to resolve conflict. A Valid Driving License.

DUTIES : Manage the coordination and administration of appeals in terms of NEMA and other applicable legislation with specific on mining related appeals. Receive and respond to all appeals related queries from stakeholders including the appellants and applicants using the CD service standards. Convene appeals committee meeting to discuss the appeals depending on the complexity of the appeal. Attend the filing of finalized appeals in terms of internal filing policies and guidelines. Manage the coordination and administration of waste management and enforcement appeals. Manage the drafting of ministerial submissions and appeal decisions in respect of environmental authorizations issued by the DMRE. All grounds of appeal, responding statements and line function comment to be captured in a logical sequence in appeal decision. Adherence to timeframes as per the 2014 National Appeal Regulations. Manage the provision of general legal support. Ensure the drafting of instructions to counsel requesting legal opinions. Provide support to litigation on appeals matters by attending consultations with counsel and compile record.

ENQUIRIES : Ms H Van Schalkwyk / Ms F Patal Tel No: (012) 399 8835 / (012) 399 9330

APPLICATIONS : RCSMCT01-2026@dffe.gov.za

POST 05/114 : **ASSISTANT DIRECTOR: FOREST POLICY DEVELOPMENT REF NO: FOM16/2026**

SALARY : R582 444 annum per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQ6) in Forestry or Natural Resource Management or relevant qualification within the related field recognized by SAQA. A minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998), including other relevant Environmental Legislations such as NEMA, NEMBA. Knowledge of government administrative procedures (Public Service At, Public Service Regulations, Labour Relations Act, PFMA and treasury regulations). Sound knowledge of Public Policy Development. Intergovernmental and stakeholder Relations/Engagement. Project Management and Strategic Planning. Facilitation and coordination skills. Ability to gather and analyse information. Ability to lead multidisciplinary teams. Ability to work under pressure and handle criticism. Ability to negotiate in difficult situations and to resolve conflict. Excellent Communication skills. A valid Driving license and willingness to travel.

DUTIES : Coordinate the development of policies and strategies for the sector functions. Conduct policy research aimed at identifying best practices for the development of policies and strategies for the development of the forest sector. Coordinate the consultation of relevant stakeholders in the development of policies. Coordinate the implementation of and identification of gaps in forest policy. Support and coordinate the implementation and maintenance of the forest policy process. Provide forest sector scenarios and outlooks. Assess opportunities and challenges for growth in the sector and provide policy recommendations. Assess the opportunities and challenges for alignment and integration of the sector and the sectoral activities and initiatives within local, provincial, national and international political, social, economic and environmental paradigms. Report on analyses of extra-sectoral policy trends and their implications. Provide advice to senior management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the forest sector. Provide support in monitoring forestry sector compliance with bilateral, multilateral and international forestry agreements. Coordinate the process of compiling country reports in line with regional and international reporting requirements and obligations. Provide correspondence on international policy matters affecting forests.

ENQUIRIES : Ms N Kgomongwe at 066 241 0253

APPLICATIONS : FOM16-2026@dffe.gov.za

POST 05/115 : **SENIOR VETTING INVESTIGATOR REF NO: CMS10/2026**

SALARY : R582 444 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Social Science or relevant qualification as recognized by SAQA. A minimum of three (3) years' experience in conducting vetting field work investigations in line with the prescripts. Applicants must have completed vetting skills training programme at SSA. Knowledge of Security Vetting policies, General security functions, public services prescripts, fraud and prevention and security vetting investigations. Ability to gather and analyze information. Ability to collect and interpret information and reports. Ability to develop and apply policies. Communication skills (written and spoken), Interpersonal relations, planning and organizing, Report writing, leadership, Conflict management and resolution, Decision-making, interviewing and analytical and good report writing skills. Ability to work under extreme pressure. Ability to work independently and in a team. Ability to work long hours voluntarily. Computer literacy Skills that would include a good working knowledge of Microsoft Office products. Interviewing experience and a valid driver's license.
DUTIES : Conduct vetting field work investigations. Conduct vetting investigation in respect of secret and top-secret levels. Manage files related to the vetting projects. Compile vetting reports. Develop and implement policies, guidelines, norms and standards with regards to vetting investigations. Analyse research and evaluate all vetting related information. Liaise with the State Security Agency (SSA) and other related agencies. Communicate regularly with SSA, SAPS, SASS, Defence, Home Affairs, and other critical stakeholders for advice, assistance and to obtain additional information.
ENQUIRIES : Ms. M Booysen at 082 3037012/ Email: MBooysen@dffe.gov.za
APPLICATIONS : CMS10-2026@dffe.gov.za

POST 05/116 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: MINING APPEALS REF NO: RCSM11/2026**
Re-advertisement and those who have previously applied, need to re-apply

SALARY : R498 816 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Honours degree (NQF8) in Natural/Environmental Sciences or relevant qualification as recognized by SAQA coupled with a minimum of three (3) years' working experience. An extensive understanding of legal administration and environmental processes. Applicants must have an understanding and knowledge of Public Service and Departmental procedures, prescripts and audit procedures Knowledge of relevant legislations: MPRDA, NEMA and associated regulations. Possess expertise of strategic coordination, operational planning, policy development and risk management. Have good professional writing, negotiation, research, presentation initiative and creativity skills. Ability to gather and analyse information. Ability to work with difficult people and to resolve conflict. The incumbent must have a valid driver's license.
DUTIES : Administer mining appeals and objectives in accordance with prescripts of NEMA and its associated regulations. Coordinate the appeal process within the timeframes, provide appeals protocol and regulations. Participate in Mining Appeal committee meetings to discuss the appeals depending on the complexity of the appeals. Attend the filing of finalized appeals in terms of internal filing policies and guidelines. Review EIA mining and mining related appeals. Adhere to timeframes as per appeal regulation. Draft appeal decisions and ministerial submission on mining and mining related appeals. Ensure that relevant maps and information, where possible, are attached to draft appeal decision. Provide general environmental management advisory support services. Liaise with the State Attorney on environmental matters arising from mining appeals. Draft submission, briefing documents, responses to the public, media statements, etc. in relation to appeals
ENQUIRIES : Ms H Van Schalkwyk / Ms F Patal Tel No: (012) 399 8835 / (012) 399 9330
APPLICATIONS : RCSM11-2026@dffe.gov.za

POST 05/117 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: OCEANS AND COASTS REF NO: RCSM18/2026**

SALARY : R498 816 per annum, (OSD)
CENTRE : Cape Town

REQUIREMENTS : Honours degree (NQF8) in Natural/Environmental Sciences or relevant qualification as recognised by SAQA coupled with a minimum of three (3) years' working experience. Previous work experience in the Antarctic or sub-Antarctic sector will be an added advantage. Knowledge and experience in conducting environmental audits, compliance inspections and/or environmental law enforcement. Knowledge of the National Environmental Management Act (NEMA), and Specific Environmental Management Acts (SEMAs) and the Antarctic Treaty. Knowledge and understanding of government standard administrative procedures and policies. Must be willing to travel extensively including to, and work at, the Prince Edward Islands (PEIs) and Antarctica for a period of 3 months or more annually. Ability to work independently and as part of a team, under stressful and physically challenging conditions. Problem solver and strategic thinker with good project management skills; computer skills; good interpersonal relationships; excellent report writing skills and good verbal communication skills. A valid driver's license.

DUTIES : Monitor compliance with conditions of marine threatened or protected species, alien invasive species and coastal management environmental authorizations in South Africa, the Prince Edward Islands and Antarctica (as applicable). Conduct annual environmental audits on activities and operations in Antarctica and the Prince Edward Islands. Coordinate functions and work of the overwintering team Environmental Control Officer(s) on Marion Island. Conduct pre-voyage inspections on cargo and equipment prior to annual voyages. Serve as Environmental Control Officer on board the vessel during voyage, and at destination. Review and evaluate the practical implementation of Environmental Impact Assessments conducted in terms of applicable legislation for the PEIs and in terms of the Antarctic Treaty and the Protocol on Environmental Protection. Implement environmental impact management components of the Antarctic and Prince Edward Islands authorizations, Protocol, and legislation. Conduct reactive compliance inspections in response to incidents and complaints. Plan and support national activities / joint Compliance and Enforcement operations. Contribute and participate in the Committee for Environmental Protection (CEP)/ Antarctic Treaty Consultative Meeting (ATCM) and related intercessional work and Prince Edward Islands Advisory Committee (PEIAC) meetings. Ensure management of records.

ENQUIRIES : Mr M Nakwa Tel No: (012) 399 9153

APPLICATIONS : RCSM18-2026@dffe.gov.za

POST 05/118 : **REGIONAL COORDINATOR REF NO: WB01/2026**
(18 Months Contract)
Re-advertisement and those who have previously applied, need to re-apply

SALARY : R468 459 per annum, plus 37 % in lieu of benefits

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF6) in Transport Management/ Logistics, Environmental Management / Environmental Sciences or relevant qualification as recognised by SAQA. A minimum of two (2) years' experience in Environmental Management or relevant field. Knowledge and Understanding of Project management, General Administration, Financial Administration, Project Management, Departmental procedures and prescript/policies. Knowledge of environmental management. Knowledge and exposure in depot operations. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge and exposure in depot operations. Knowledge of waste management processes and procedures. Knowledge in logistics. Sound organising and planning skills. Good communications skills. Coordination skills. Computer literacy. Report Writing skills. Ability to work under pressure. Good interpersonal relations. Ability to work long hours voluntary. Ability to work independently. Responsible and loyal. Honest and reliable. A valid driver's licence will be an added advantage.

DUTIES : Ensure the improvement of Waste Tyre collection and transportation services; Compile monitoring report on the collection service. Monitor the allocated collection points on a quarterly basis. Update the collection schedule. Keep files and records of all Monitored participants. Receive and attend to queries and complaints. Ensure compliance to relevant legislation by participants. Conduct sites visits at collection points, depots and processors. Undertake compliance promotions to legislation. Compile compliance report. Make follow up of the recommendations and comments made. Ensure the verification of the signed Service Level Agreements (SLA). Consolidate report from depot operators monthly. Plan and arrange compliance session with the transporters. Facilitate payments of transporters and depot operators. Verify and capture collection notes and monthly reports from all allocated transporters and depot

operators on a weekly and monthly basis respectively. Receive invoices with their respective supporting documents. Verify and submit the allocated invoice spreadsheets together with invoices. Load invoices, collection notes and monthly reports on Electronic Document Management System (EDMS). Keep files and recoils of all the invoices verified. Contribute toward increasing the processing of collected waste tyres. Receive secondary industry applications from the applicants. Verify and process the secondary industry applications received within two weeks after receipt of the full applications. Conduct a pre-approval inspection. Compile an inspection report within two days after site assessments. Provide feedback to the applicant on the status of the applications. Keep database records and processed applications received. Receive secondary industry monthly processing tonnages reports Load the monthly tonnages reports on EDMS. Keep files and records of the reports received. Provide feedback to the Managers. Keep files and records of the verification reports.

ENQUERIES : Ms K Masinga Tel No: (012) 399 8629
APPLICATIONS : WB01-2026@dffe.gov.za

POST 05/119 : **ASSISTANT DIRECTOR: PPP MANAGEMENT SERVICES REF NO: CMS11/2026**

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Building Management/Public Administration/Project Management or relevant qualification as recognized by SAQA. A minimum of three (3) years' experience in Public Private Partnership, Administration or Management, Facilities Management, Contract Management, Property Management or relevant field. Experience in providing administrative support functions to Public Private Partnership (PPP) Agreement. Sound understanding of PPP frameworks, project lifecycle, and contract performance management and contract tracking systems. Knowledge of Facilities Management operations, budgeting, and service delivery monitoring. Knowledge of Facilities Management operations, budgeting, and service delivery monitoring. Understanding of Transport, Public Service Procedures, Policies, Regulations, Directives and Prescripts. Knowledge of Administrative procedures. Computer literacy, Communication skills (verbal, writing), Good interpersonal relations skills Planning and Organizing skills, Research, Analytical thinking, Conflict handling and managerial skills. Ability to facilitate training. Ability to communicate with ministries, senior management, officials and the public in a professional manner. Ability to gather and analyze information. Ability to interpret and apply policies, directives and prescripts. Ability to work with difficult people and to resolve conflicts. Ability to provide immediate solutions to problems. Ability to work individually and in a team. Ability to work under pressure.
DUTIES : Manage and monitor Green Building PPP project operations. Manage facilities and ensure compliance to facilities specifications as contained in Schedule 5A (design specification), 5B (output specification) and Schedule 6 (payment mechanism), to the PPP Agreement. Implement payment mechanism and penalty regime processes in terms of Schedule 6 to the PPP agreement. Ensure compliance with the Green Building output specifications as contained in the Treasury regulation Framework and PPP Agreement. Monitor the Private Party's compliance with contractual obligations, service levels and performance standards, Assist with the administration of Service level agreement (SLA) and contract variations, where applicable, Identify, record and escalate contractual risks, non-performance and disputes, Monitor the performance of the PPP building against green building and sustainability targets including energy efficiency and water consumption, Act as a liaison between DFFE, the Private Party, facilities management teams and other stakeholders, Verify PPP invoices and payments in line with contractual provisions, Monitor performance deductions and penalties, Coordinate meetings to review performance and agree on improvement actions, Coordinate monthly steering committee, operational and Adhoc meetings and support functional governance structures.

ENQUIRIES : Ms C Thabana Tel No: (012) 399 8522
APPLICATIONS : CMS11-2026@dffe.gov.za

POST 05/120 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING AND EMPLOYEE RELATIONS REF NO: CMS12/2026**

SALARY : R468 459 per annum, (terms and conditions apply)

CENTRE : Pretoria
REQUIREMENTS : National Diploma in Labour Relations (NQF6) or relevant qualification as recognized by SAQA. A minimum of three (3) years' experience in Labour Relations or relevant field. Knowledge of disciplinary code and procedures, grievance procedures, mediation and arbitration, public service legislation and resolutions and Labour Relations Act. Understanding of the interpretation and application of legislation, policies and resolutions. Understanding of Programme and Project Management. Good communication skills (verbal and written). Good interpersonal skills. Conflict resolution skills. Sound organising and planning skills. Coordination skills. Report writing skills. Computer literacy. Ability to work under pressure and adhere to strict deadlines.
DUTIES : Provide support and advice to the Department on labour relations matters through the following key performance areas: Ensure misconduct cases are handled promptly and effectively. Investigate cases and compile investigation reports. Draft sound charges of misconduct Prepare witnesses for disciplinary hearing. Prosecute disciplinary cases. Ensure the facilitation of grievance procedures. Provide advice and development on labour relations matters. Provide collective bargaining support and general support on compliance for reporting to stakeholders. Ensure dispute cases are handled effectively.
ENQUIRIES : Mr. L May Tel No: (012) 399 9245
APPLICATIONS : CMS12-2026@dffe.gov.za

POST 05/121 : **ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT- BUSINESS PROCESS MAPPING REF NO: CMS13/2026**

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Management Services/ Operations Management/ Industrial Engineering or relevant qualification as recognized by SAQA. A minimum of three (3) years' experience in business process mapping or relevant equivalent field. Experience in providing business processes through the application of Business Process Management (BPM) and Organizational Development (OD) methodologies for services in the Department. Understanding of the organizational development principles and procedures. Understanding of Business Process Management (BPM) methodologies and frameworks and Business Process Reengineering (BPR). Certification in BPM or process improvement methodologies. Knowledge of Public Finance Management Act and Treasury Regulations, Public Services Legislative framework, DPSA directives on Organisational design, administrative procedures, project management, Operational Management Framework, Organizational Functionality Assessment, Modelling software (Visio), Business process mapping, Organisational Development and organisational design principles, Policy development and implementation. Strong analytical and problem-solving skills, Organising, Planning, Presentation skills. Good communication skills (verbal and written), good interpersonal. Process modelling and documentation (e.g., Visio, BPM tools, BPMN). Research and data analysis. Stakeholder engagement and facilitation. People Management. Ability to gather and analyse information. Ability to develop and apply policies. Ability to collect and interpret information and reports. Ability to work independently and in a team. Ability to lead multidisciplinary team. Ability to work under extreme pressure. Conflict management and resolution.
DUTIES : Facilitate and map all business processes for the optimisation of services in the department. Analyse, design, and document business processes using recognised BPM methodologies and standards (e.g. BPMN). Conduct process reviews to identify inefficiencies, duplication, control gaps, and operational risks. Recommend process improvements to enhance productivity, compliance, and service delivery. Facilitate the development and review of standard operating procedures (SOPs). Develop and review Standard Operating Procedures in alignment with approved business processes. Ensure SOPs are practical, compliant, and support operational consistency. Coordinate stakeholder consultations during SOP development. Facilitate the development and implementation of Organisational Functionality Assessment (OFA). Facilitate the development and implementation of the project plan for the OFA Project and each specialist work-stream. Provide progress reports on the specialist work streams to the Steering Committee. Facilitate the approval of OFA, implementation plan and ensure submission to the Steering Committee, the EA and DPSA for compliance. Provide support on the maintenance and development of the organisational structure. Conduct a study analysis on existing functions and structural arrangement in line with relevant statutory documents.

ENQUIRIES : Ms Tumelo Morule Tel No: (012) 399 8662
APPLICATIONS : CMS13-2026@dffe.gov.za

POST 05/122 : **ASSISTANT DIRECTOR: COMMERCIAL FORESTRY PLANNING REF NO: FOM05/2026**

SALARY : R468 459 per annum
CENTRE : Eastern Cape
REQUIREMENTS : National Diploma (NQF6) in Forestry or relevant qualification within the related field recognised by SAQA. A minimum of three (3) years' experience in Forestry or related field. Knowledge, and evidence of the National Forest Act 1998 (Act 84 of 1998), National veld and Forest Fire Act (NVFFA), National Environmental Management Act 1998 (Act 107 of 1998), Conservation of Natural Resources Act (Act 43 of 1993) and NEMBA including other related legislations. Knowledge of Geographic Information System, Geographic Position System, forestry activities, Inventory Management in Forestry Plantation, Enumeration Processes, and Packaging of forest information. Knowledge of government administrative procedures i.e. Public Finance Management Act (PFMA and Treasury Regulation). Knowledge of Project Planning and Management. Ability to collect and interpret information and reports. Map reading skills. Good commination skills (verbal and written). Computer literacy. Ability to work under pressure and handle criticism. Ability to work independently and in a team. Project management skills. Good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflict. Ability to work long hours. A Valid Driving License and Willingness to travel.
DUTIES : Develop and review growing stock management plans to ensure sustainable Forest Management. Update tactical harvesting Plans for all plantations in the Eastern Cape region. Provide updated information for the valuation of biological assets. Monitor the growing stock database. Co-ordinate physical verification of all plantations in the Eastern Cape region and to update the master growing stock database. Compile a report on timber harvesting operations in plantations. Facilitate the implementation of Annual Performance Plans (APP). Provide information to develop plans for annual targets for the reduction of temporary unplanted areas, silvicultural and job creation activities. Conduct site assessment for timber harvesting and compartments to be harvested and planted areas. Assess fire damage. Monitor stock enumeration. Conduct random sampling on enumerated compartments in the plantations. Contributing to planning and management of silviculture programs and to report on existing stock yields.
ENQUIRIES : Ms Mthalane at 082 874 3633
APPLICATIONS : FOM05-2026@dffe.gov.za

POST 05/123 : **SENIOR EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: CMS14/2026**

SALARY : R397 116 per annum
CENTRE : Makhado
REQUIREMENTS : Degree in Social Work or Honors Degree (NQF8) in Counselling Psychology or relevant qualification as recognized by SAQA. A minimum of two (2) years' experience in Employee Health and Wellness or a related field. Professional registration with the South African Council for Social Service Professions (SACSSP) or Health Professions Council of South Africa (HPCSA) as a counsellor. Knowledge of HIV/AIDS National Strategic Plan, DPSA EHW Strategic Framework, Health and behavioural risks in the workplace, Programme implementation, monitoring and evaluation and HR policies and procedures. Ability to work with difficult people and to recognize and embrace cultural diversity. Ability to gather and analyse information and to develop and apply policies. Valid driver's license.
DUTIES : Implementation of healthy lifestyle promotion (Supporting sports codes, Nutrition, and fitness programmes). Provide proactive information (Financial wellness, resilience workshops and preparation for retirement). Circulate wellness management articles. Conduct assessments, counselling and referral services to all vulnerable employees. Implement education and awareness sessions on HIV, TB and STI. Coordinate Wellness Champion/Peer Educator meetings. Facilitate the commemoration of Health Calendar days (World AIDS Day etc). Implement a Health and Productivity Management programme. Coordinate blood donation services and wellness clinics or health screenings. Provide logistical support for any Health and Wellness event. Implementation

of Employee Health and Wellness policies and administration. Submit monthly reports on the implementation of Employee Health and Wellness.

ENQUIRIES : Ms N Khumalo Tel No: (012) 399 8528
APPLICATIONS : CMS14-2026@dffe.gov.za

POST 05/124 : **SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: FOM17/2026**

SALARY : R397 116 per annum
CENTRE : Western Cape
REQUIREMENTS : National Diploma (NQF6) in Forestry / Developmental Studies or relevant qualification within the related field as recognised by SAQA. A minimum of two (2) years' experience in Forestry Development and Forestry extension or related field. Knowledge of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996), PFMA and other related environmental legislation. Good presentation skills, excellent verbal and written communication, analytical and problem-solving skills, programme and project management. Good interpersonal relations, and negotiation skills. Computer skills in MS Office Software. A valid driving licence and must be willing to travel.
DUTIES : Provide technical advice and support in terms of greening programs or initiatives for institutional development. Render support on the implementation of livelihood development programs or projects. Render support on the implementation of forestry enterprise development initiatives. Ensure the implementation of Sustainable Forest Management in line with the National Forest Act and National Veld and Forest Fire Act. Proactive mitigation of audit risks, develop and implement interventions. Stakeholder Liaison and Providing post settlement support and management of state forest Land and State Forest Land transfer.
ENQUIRIES : Mr M Falitenjwa at 082 537 5090
APPLICATIONS : FOM17-2026@dffe.gov.za

POST 05/125 : **SENIOR FORESTER REGULATION OFFICER REF NO: FOM18/2026**

SALARY : R397 116 per annum
CENTRE : Upington, Northern Cape
REQUIREMENTS : National Diploma (NQF 6) in Forestry or Environmental Management/Sciences or relevant qualification within the related field recognised by SAQA. A minimum of two (2) years' experience in Forestry or relevant field dealing with natural vegetation. Knowledge of National Forests Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fires Act, 1998 (Act 101 of 1998). Computer Literacy. Excellent communication skills (verbal, presentation and report writing). Interpersonal relations skills. Ability to apply policies. Ability to work independently and in a team. Ability to work under pressure, and conflict management and resolution. Ability to collect and interpret information and reports. A valid Driving License and willingness to travel.
DUTIES : Implementation of National Forests Act (NFA). Processing and administration of NFA licenses for all forms of forest resources and protected trees. Monitor compliance. Ensure enforcement of the Acts. Evaluation of Environmental Impact Assessments (EIA) affecting natural forests and protected trees. Implementation of National Veld and Forest Fires Act (NVFFA). Establish and coordinate processes for formation and amalgamation of Fire Protection Associations (FPAs). Promote the well-being of FPA's. Implementation of integrated veld fire management plans. Ensure effective planning and support of relevant operations. Organize, facilitate, and coordinate stakeholder participation. Implementation of awareness campaigns on the NFA and NVFFA and provide information services. Provide administration support services within the Unit. Compile and submit monthly and quarterly reports.
ENQUIRIES : Ms Jacoline Mans at: 060 973 1660
APPLICATIONS : FOM18-2026@dffe.gov.za

POST 05/126 : **SENIOR FORESTER (X4 POSTS)**

SALARY : R397 116 per annum
CENTRE : Eastern Cape Ref No: FOM19/2026 (X3 Posts)
Limpopo Ref No: FOM20/2026 (X1 Post)
REQUIREMENTS : National Diploma (NQF6) in Forestry / Natural Resources Management or relevant qualification within the related field recognized by SAQA. A Minimum of two (2) years' experience in Forestry or relevant field. Knowledge of the National Forests Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fires Act, 1998 (Act 101 of 1998) including other relevant legislations such as

NEMA, NEMBA, CARA, Protected Areas Act, Public Services Act, PFMA and Treasury Regulations. Knowledge of the forest and environmental management sector. Knowledge of PCI&S management Framework. People management and empowerment. Client orientation and customer focus. Financial Management. Project and Programme Management. Good communication skills (written and verbal). Facilitation and negotiation skills. Conflict management skills. Planning and organizing skills. Good interpersonal relations skills. Ability to work under pressure and work long hours. Ability to work individually and in a team. A Valid Driving license and willingness to travel.

DUTIES : Render commercial activities in state forest plantations. Implement operational plans for the state forest plantations. Quality assure work rendered by services providers. Development of management plans. Assist in compiling and updating annual plans of operations. Plan and conduct physical verification for state forest plantations in the region. Monitor compliance with applicable business processes for management of state forest plantations. Prepare weekly and monthly reports. Implement the Audit Action Plan and keep record of evidence. Create jobs through Expanded Public Works Programme. Ensure protection of plantations from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the National Forest Act (NFA), Conservation of Natural Resources Act (CARA) and National Veld Forest Fire Act (NVFFA). Administer forestry support services. Participate in stakeholder engagements. Conduct awareness campaigns. Management and supervision of employees.

ENQUIRIES : Eastern Cape Mr. S Klaas at 060 973 8728
Limpopo Mr, F Make at 072 211 4979

APPLICATIONS : Eastern Cape FOM19-2026@dffe.gov.za
Limpopo FOM20-2026@dffe.gov.za

POST 05/127 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: SOCIO-ECONOMIC SECTORS REF NO: CCQA04/2026 (X2 POSTS)**

SALARY : R343 842 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Natural/Environmental Sciences or relevant qualification as recognized by SAQA. A minimum of one (1) years' experience in environmental management or relevant field. Experience in providing support in the coordination of climate change local and provincial government support programmes and sectoral mainstreaming. Knowledge of environmental, international governance and development issues (globally, regionally, locally). Knowledge of Climate Change and environmental management and related policies, planning systems/tools, financial Management and associated prescripts. Knowledge of HR management practices, legal issues, negotiations and conflict management. Knowledge of specific computer software packages and efficient use of associated hardware. Ability to develop, interpret and apply policies, strategies and legislation. Ability to gather and analyze information. Ability to manage and plan activities, including projects and policy matters. Ability to control and manage the budget. Ability to work under pressure. Perform in-house training of interns. Good interpersonal relations diplomatic skills, Negotiation skills, Presentation skills, Project management, Computer literate, Stakeholder engagement and Client Orientation and Customer Focus. Excellent verbal and written communication skills. Extended working hours. Travelling: willingness to travel extensively and work long hours. Valid driver's license.

DUTIES : Coordinate Local Government Climate Change Support Programme. Facilitate capacity building initiatives for local government and provide training for local government. Conduct risk and vulnerability assessment for District Municipalities. Coordinate the Provincial Climate Change Support Programme. Provide support to provinces on undertaking risk and vulnerability assessments and facilitate the development of response plans. Provide support in the Sectoral Mainstreaming of Climate Change into Planning Process. Facilitate the risk, vulnerability and needs assessment for the socio-economic sectors and provide support in the development of sectoral adaptation. Provide support in the implementation of the National Climate Change Act. Provide support in the development of the national adaptation scenarios and in the development of the National Adaptation Strategy.

ENQUIRIES : Ms. F Nkohla Tel No: (012) 399 9362
APPLICATIONS : CCAQ04-2026@dffe.gov.za

POST 05/128	:	**FORESTER REF NO: FOM21/2026**
SALARY	:	R325 101 per annum
CENTRE	:	Western Cape
REQUIREMENTS	:	National Diploma (NQF6) in Forestry or relevant qualification within the related field recognized by SAQA. A minimum of sone (1) year experience in Forestry or a relevant field. Knowledge of National Forestry Act 84 of 1998, National veld Fire Forestry Act 101 of 1998 (NVFFA), Occupational Health and Safety Act. Knowledge of National Environmental Management Act 1998 (Act 107 of 1998) and NEMBA including regulations and policies regulating Natural Resources. Policies impacting on the forestry sector. Good interpersonal relations skills. Ability to work long hours. Ability to work individually and in a team. Ability to work under extreme pressure. Ability to work with difficult people and to resolve conflicts. Sense of responsibility and loyalty. A Valid Driving License and willingness to travel.
DUTIES	:	Render support in the Rehabilitation and Management of existing stands. Clean and clear compartments according to forestry standards. Monitor the spacing of pine regenerated compartments. Monitor harvesting of timber. Burning of tracer belts. Skoffelling of fire belts. Burning of fire breaks. Revision of the fire protection/management plan. Facilitate management and maintenance of infrastructure in the plantation. Verify Bas and deposit slips. Assist in the planning and budgeting of annual operations. Assist in ensuring that the staff and management development and interactions are conducted. Render assistance on inspections and internal audits. Conduct physical verification in the state forest plantations. Management and supervision of employees.
ENQUIRIES	:	Ms. N Mncwango at 060 973 4076
APPLICATIONS	:	FOM21-2026@dffe.gov.za

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

POST 05/129	:	**DIRECTOR: NATIONAL QUALIFICATIONS FRAMEWORK (NQF) AND PSET PLANNING REF NO: DHET01/02/2026** Branch: Planning Policy and Strategy Chief Directorate: Social Inclusion and Quality
SALARY	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
CENTRE	:	Pretoria
REQUIREMENTS	:	An appropriate Bachelor's degree/ Advanced National Diploma (NQF level 7) in Education or related qualification. Demonstrated competency/credential in project Management will be an added advantage. A minimum of five (5) years' relevant experience at the middle/ senior management level in Public Management or a related environment. Experience in managing National Qualification Framework (NOF) related aspects and systems. Sound knowledge and understanding of the NQF supporting systems and related matters, the role and functions of the South African Qualifications Authority (SAQA), Council on Higher Education (CHE), Quality Council for Trades and Occupations (QCTO), and the Quality Council for General and Further Education and Training (UMALUSI); (NQF) Act, 2008; accreditation of institutions and registering of qualifications; and quality assurance. Knowledge and understanding of Recognition of Prior Learning (RPL) and Articulation policies and processes. The incumbent must have expertise in developing concept documents and policies in education and training. Knowledge of the Public Finance Management Act (PFMA) and related policies. Good strategic capability, leadership skills. Change Management and Project Management skills. People Management and Empowerment skills. Stakeholder Management and good verbal and written communication skills. Excellent computer skills and the ability to develop basic online applications for general use. A valid driver's license and willingness to travel. A pre-entry certificate into SMS within the public service.
DUTIES	:	Manage the NQF Directorate to fulfil its mandate, which is to coordinate the Department of Higher Education and Training (DHET) responsibilities in terms of the NQF Act. Monitor and support the actions needed to implement the statutory functions assigned to DHET, the SAQA and the three Quality Councils (QCs). Produce annual monitoring and evaluation reports on the performance against the Annual Performance Plan (APP) of SAQA. Initiate discussions and provide correct advice to Legal Services and Research Directorates on the implementation of the NQF. Manage the NQF Directorate to ensure achievement of the deliverables set out in DHET's Strategic Plan and APP. Provide leadership in NQF-related knowledge, information and policy directions within DHET and to external stakeholders including representing the DHET in committees. Managing the functions and outputs of Task Teams, Committees and Working Groups and set up online applications and workflow to manage their work.
ENQUIRIES	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE	:	27 February 2026
NOTE	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates

for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/130 : **DIRECTOR: CET INSTITUTIONAL PLANNING AND SUPPORT REF NO: DHET02/02/2026**
Branch: Community Education and Training
Chief Directorate: Cet System Planning Institutional Development and Support

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree (NQF Level 7) in Education Planning and Management/ Education Leadership/ Public Management/ Development Studies or related qualification. A minimum of five (5) years' relevant experience at the middle/ senior management level in strategic planning within the Post-School Education and Training (PSET) system environment. A strong understanding of the PSET system and Community Education and Training (CET) college landscape in South Africa. A sound knowledge of CET policy and legislative frameworks. Vast experience in strategic planning, coordination, and implementation. Have insight into the operations, programmes and qualifications mix, and student enrolments of the CET colleges. This position requires a dynamic person with strategic thinking and planning skills; leadership and people management skills; communication and stakeholder engagement skills; institutional performance monitoring and evaluation skills; project and programme management skills; policy and legislative interpretation skills; decision-making skills, analytical and problem-solving skills, professional writing skills; and research, development and innovation skills. Advanced computer literacy skills. Be prepared to travel nationally and internationally. A valid driver's silence and a pre-entry certificate into SMS within the public service.
DUTIES : To provide guidance on the strategic positioning of the Community Education and Training (CET) College sub-system within the broader Post- School Education and Training (PSET) system. Develop, review, and align CET college policies with national education priorities, including the National Development Plan, White Paper for Post-School Education and Training, the National Plan for Post-School Education and Training and ither applicable prescripts. Lead the development of strategic plans and annual performance plans for CET colleges. Oversee the setting of performance indicators and targets to ensure alignment with the goals of the Department and the vision of the CET college sector. Provide leadership on the establishment of monitoring and evaluation system for tracking and reporting CET college performance. Develop institutional mapping for current and future Colleges and Community Learning Centres. Coordinate the development of a multi-year student enrolment plan guiding CET colleges in systematically increasing and managing student enrolment. Develop strategies on the advocacy, marketing, rebranding and visibility of the CET colleges. Coordinate assessment of the functionality and viability of Community Learning Centres of CET colleges. Develop guidelines on CET infrastructure development, upgrades and maintenance. Foster collaborative institutional planning and support by working closely with Regional Managers and CET Regional Directors. Guide research, development and innovation in the CET college sector.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

CLOSING DATE : 27 February 2026

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

POST 05/131 : **DIRECTOR: INTERNATIONAL SCHOLARSHIPS REF NO: DHET03/02/2026**
Branch: University Education
Chief Directorate: Teaching Learning And Research Development

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree (NQF Level 7) Education/ Public Administration or related qualification. A minimum of five (5) years' relevant experience at the middle/ senior management level in higher education. Experience in working across the sector (e.g chairing or participating in national committees) would be an added advantage. Should be Research expertise. Ability to interpret and critically assess activities and challenges in the higher education sector and to develop strategic responses to these. Ability to collect and manage data and information required to implement and evaluate the impact of a national scholarship programme. Deep knowledge, understanding and ability to support the development and/ or implementation of key policies impacting on the establishment and implementation of a scholarship programme. Project management, organizing and planning skills to enable the development and implementation an international scholarship management programme. Ability to develop and maintain positive relationships with local and international, internal and external stakeholders. Computer application in word processing, tables, spreadsheets, e-mail and internet. A valid driver's silence and a pre-entry certificate into SMS within the public service.

DUTIES : To develop, implement, monitor and support international scholarship programmes. Facilitate the application process of relevant scholarship programmes and provide support to students. Management, monitoring and reporting on scholarships expenditure and access sources of funding. Support the offer and uptake of an increased number of scholarships and increase

access to and dissemination of information about opportunities. Develop an overarching strategy on scholarships management and intergovernmental coordination of scholarships. Provide effective management for the International Scholarships Directorate. Planning deadlines and ensuring adherence thereto. Budget management and accurate recordkeeping of relevant expenditure. Staff management. Managing the day-to-day operations. Preparing reports and presentations. Organizing and leading meetings, workshops and events as well as the management of the relevant committees. Representing the International Scholarships Directorate and DHET on relevant internal and external advisory panels and committees.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

CLOSING DATE : 27 February 2026

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

POST 05/132 : **DIRECTOR: TEACHER EDUCATION REF NO: DHET04/02/2026**
Branch: University Education
Chief Directorate: Teaching, Learning And Research Development

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree (NQF Level 7) in Education and Training Development /Teaching or related qualification. A minimum of Five (5) years relevant experience at a middle/senior management level in Education Management/ Higher Education environment; Knowledge and understanding of policies and regulatory frameworks governing the basic and higher education sector; Advanced experience in interpretation, development, and implementation of teacher education and development policies; An extensive knowledge of, and insight into initial teacher education (ITE) and continuing professional development (CPD) of early childhood and schooling teachers, community education and technical and vocational lecturer education practices, policies, qualifications, and programmes; Extensive knowledge of

quality assurance processes and mechanisms in higher education; The ability to develop, support and monitor the implementation of policies and programmes; The ability to work in collaboration with other government departments, with quality councils, universities, and other relevant role-players; Good computer skills. This position requires a dynamic individual with proven management, leadership, change management and people management capabilities. Experience in budgeting, financial management, and project management is essential. High level of accuracy and analytical capability, including presentation and report writing skills. Good problem-solving skills; client orientation and customer focus. Excellent communication both in writing and verbal and good computer skills. A valid driver's license and a pre-entry certificate into SMS within the public service. A valid driver's license and a pre-entry certificate into SMS within the public service.

DUTIES : Lead and manage the Department of Higher Education and Training's responsibilities with respect to developing, maintaining, supporting, and monitoring the implementation of policies for initial teacher education and continuing professional development of education professionals. Conceptualise and implement programmes and projects to strengthen early childhood, schooling, community education and training (CET) and technical and vocational training (TVET) college lecturers' teacher education programmes and qualifications at universities. Contribute to the implementation of the Integrated Strategic Planning Framework for Teacher Education and Development (ISPFTED) and the National Policy Framework for Teacher Education and Development (NPFTED). Provide strategic support to the sector through the Provincial Teacher Education Development Committee (PTEDC). Monitor teacher supply and demand patterns, teacher education enrolments, graduation and graduate employment patterns and using information to inform teacher production planning. Have constant engagements with the Department of Basic Education (DBE) and universities on various matters of interest in the sector. Draft speeches, briefing notes and replies to parliamentary and media questions. Collate inputs for Medium Term Development Plan (MTDP). Prepare and make presentations to different stakeholders. Travel extensively and attend meetings with universities, stakeholders, and partners for various purposes. Manage and monitor the Directorate, the Teaching and Learning Development Capacity Improvement Programme (TLDCIP) and partner- and donor-funded projects' budget and expenditure. Prepare quarterly reports as per annual performance plan (APP) and ensure the compilation of annual report and strategic plan of the Directorate.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

CLOSING DATE : 27 February 2026

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you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

OTHER POSTS

POST 05/133 : **DEPUTY DIRECTOR REF NO: DHET 05/02/2026 (X2 POSTS)**
Branch: University Education
Directorate: University Capacity Development

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ Advanced National Diploma (NQF Level 7). A postgraduate qualification would be an added advantage. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director in university sector. Knowledge and understanding of policy and regulatory frameworks governing higher education and government. Analytical and information management skills, including the ability to collect, manage, capture and quality check data, interpretation of data and development of meaningful graphs and spreadsheets. Ability to support the development and/or implementation of key policies and programmes for capacity development in university teaching and learning, research, as well as curriculum development/review. Ability to monitor and evaluate the implementation of programmes and projects, writing and presentation skills. Good communication skills and interpersonal relations with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint. Ability to work independently and to work under pressure. Excellent verbal and written communication skills. Ability to relate well and to communicate effectively internally with colleagues as well as with external partners at different levels. Ability to manage and mentor junior staff. A valid driver's silence and willingness to travel.
DUTIES : The incumbent will be responsible for but not limited to: contributing to the implementation, management and monitoring of the University Capacity Development Programme and Grant and its related programmes at higher education institutions. Provide strategic support and oversight to staff development, student support and curriculum development programmes implemented by universities and partners. Develop and implement policies and strategic guiding documents such as Ministerial Statements and Standard Operating Procedures. Work with local and international partners to develop, conceptualise and mobilise resources for capacity development partnership initiatives; supporting universities in the implementation of the UCDP. Monitoring the implementation of the UCDP. Analysing reports (narrative and financial) submitted by universities and presenting in various platforms.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/134 : **DEPUTY DIRECTOR: IMPLEMENTATION OVERSIGHT REF NO: DHET06/02/2026 (X2 POSTS)**
Branch: Skills Development
Chief Directorate: Seta Coordination

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management/ Administration or a related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in monitoring and evaluation, strategic planning and corporate governance. Knowledge of Skills Development of Policy, Monitoring and Evaluation, Education and Education, Training and Quality Assurance. Knowledge of the following legislations: PFMA, SDA, SDLA, Treasury regulation, NSDS, Skills Accord, EEA, BCEA, NQF ACT, Batho Pele Principles, Public Service Act, MTA, and Artisan regulations. Knowledge of Departmental policies and procedures, public service processes and procedures, Client/customer services and Financial Management. Excel, Word, PowerPoint, magic systems and Presentation skills, Planning and facilitation skills, Project management, Business writing skills, Mentoring, and coaching, Quality performance and management, financial management, Statistic development, analytical skills, Report writing. A valid driver's license.
DUTIES : To facilitate and manage SETA performance to achieve the NSDS goals and objectives. Manage SETA Corporate governance by ensuring compliance will all corporate governance principles as provided by SETA good corporate governance charter and king iv good corporate governance report. Manage SETA Strategic Planning Processes by facilitating engagement with SETAs about the outcomes and priorities of the department and setting of targets. To facilitate and manage collaboration between SETAs, SAQA, QCTO and other departments. To provide support to SETAs in terms of implementation of learning programmes. To manage skills development enquiries from the public and presidential queries. To provide support and build capacity of all SETAs for learning programmes implementation. Analyse and recommend approval of SETAs' Strategic Plans, Annual Performance Plans and Service Level Agreement.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/135 : **DEPUTY DIRECTOR: SECRETARIAT ADMINISTRATION REF NO: DHET07/02/2026**
Branch: Skills Development
Chief Directorate: National Skills Authority Secretariat

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced national diploma (NQF Level 7) in Financial Management/ Management Accounting/ Accounting Science or a related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level. Knowledge requirements: Knowledge and understanding of Public Service Act and Regulation. Knowledge and understanding of Public Finance Management Act and Treasury Regulations. Knowledge of Logistics and Supply Chain Management, Government Immovable Asset Management Act, Government macro-economic and social policies, Government supply chain management framework, General Accepted Accounting Practices (GAAP)/ General Recognized Accounting Practices (GRAP), Government financial accounting and administration processes and systems, Risk management, corporate governance and internal controls. PERSAL, BAS and LOGIS systems. Competencies needed: Applied strategic thinking, Planning and Organising, Project management, Budgeting and Financial management, Applying Technology, Policy analysis and development. Communication and Information Management, Service delivery innovation, Continuous Improvement, Problem solving, Change management, People management and empowerment, Client orientation and Responsiveness, Stakeholder management, Presentation and facilitation. Attributes: Good interpersonal relations, Ability to work under pressure, Innovative and creative. Ability to work in a team and independently, Adaptability, Emotional intelligence, independent thinker, conscientiously frugal, Honesty and integrity. A valid driver's license.
DUTIES : Manage the financial planning, budgeting and reporting sub-directorate: Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Planning: Ensure that information for planning purposes is collected and analysed properly. Budgeting: Manage, review, analyse and quality assure the budget preparation process. Reporting: Coordinate, review, analyse and quality assure the management accounting

reporting processes. Accounting services: Provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements). Coordinate the functioning of the NSA's outsourced chief financial officer function (fund manager) Coordinate the processes to appoint a fund manager. Manage and control the supply chain management within the NSA: Develop, maintain and ensure compliance with the approved NSA procurement policies. Manage the SCM functions and activities as they relate to demand management, Acquisition Management (Procurement); Logistics Management: and assets management. Provide financial control and accounting in the organisation. Support the Office of the Executive Officer and oversee the administrative functions related to organisational performance planning. Coordinate the development, implementation and maintenance of the NSA's Strategic Plan, Annual Performance Plan framework and Annual Operational Plans. Analyse and assess strategic and annual performance plans for the correct alignment, thereof. Monitor progress against strategic and annual performance plans of business units and performance assessment action plans. Coordinate the compilation of the NSA's Annual Report. Oversee the coordination of Finance, Risk and Administration Committee of the NSA. Render any administrative and logistical support for the achievement of the organisational goals and objectives.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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CLOSING DATE : 27 February 2026

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POST 05/136 : **DEPUTY DIRECTOR: CET INSTITUTIONAL PLANNING AND SUPPORT REF NO: DHET08/02/2026**
Branch: Community Educational and Training
Chief Directorate: Cet System Planning Institutional Development and Support

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

CENTRE	:	Pretoria
REQUIREMENTS	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education Planning and Management/ Education Leadership/ Public Management/ Project Management or related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in Strategic Planning or project management within the PSET environment. Excellent knowledge, interpretation and application of Community Education and Training (CET) policies and legislative frameworks. Strong technical skills for designing and monitoring implementation of strategic plans and annual performance plans by CET colleges, as well as for applying strategic planning tools. This position requires a person with analytical thinking skills; leadership and people management skills; problem-solving and decision-making skills; communication and professional report-writing skills; strategic branding and marketing skills; stakeholder engagement skills; data analysis and forecasting skills; infrastructure needs assessment skills; monitoring, evaluation and reporting skills; Intergovernmental coordination skills; and advanced computer skills. The candidate must have a valid driver's license and be prepared to travel extensively. A valid driver's license.
DUTIES	:	Assist in coordinating strategic planning processes for Community Education and Training (CET) colleges. Support the development, review, and implementation of policies aligned with the National Development Plan, White Paper for Post-School Education and Training (PSET), National Plan for PSET and CET. Drive development and maintenance of monitoring and evaluation systems to track CET college performance and report progress on key performance indicators and targets. Support the formulation and tracking of multi-year student enrolment plans and ensure integration with programme offerings and resource availability. Monitor enrolment trends and make recommendations for improvement. Provide technical support to CET colleges on planning, reporting, and compliance. Contribute to the design and execution of strategies to enhance advocacy, visibility, marketing, and rebranding of CET colleges. Assist in developing campaigns and communication tools for repositioning CET colleges in the PSET landscape. Participate in the development and implementation of guidelines and frameworks for infrastructure development, maintenance, and upgrades in CET colleges. Track infrastructure projects and conduct audit of CET sector infrastructure. Assist in evaluating the functionality and viability of Community Learning Centres. Make recommendations for rationalisation, expansion, or support of centres based on functionality and viability data. Liaise with regional offices, principals and other directorates to ensure integrated institutional support. Coordinate institutional planning research initiatives to inform decision-making and innovation in the CET sector.
ENQUIRIES	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE	:	27 February 2026
NOTE	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The

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POST 05/137 : **DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (X2 POSTS)**
Gauteng And Free State Regional Office
Directorate: Curriculum and Institutional Support

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Gauteng and Free State Regional Office
Johannesburg Regional Office Ref No: DHET09/02/2026
Bloemfontein Regional Office Ref No: DHET10/02/2026

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or a related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director in Community Education and Training or PSET Sector environment. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's licence.

DUTIES : The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the CET curriculum development and support for the CET Colleges; Providing CET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for CET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in CET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in CET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in CET Colleges. Be a member of the National Coordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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POST 05/138 : **DEPUTY PRINCIPAL: FINANCE REF NO: DHET11/02/2026**
Branch: Community Education and Training
KwaZulu Natal CET College

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : This post is based in Community Education and Training (CET) Colleges
REQUIREMENTS : An appropriate bachelor's degree (NQF Level 7) in Commerce/ Accounting/ Financial Management/ Auditing or related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in finance or budgeting environment. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing, the ability to lead a team; the ability to develop, support, and monitor the implementation of policies; the ability to work in a team environment; good computer skills; This is a management position that requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing, and communication skills. The incumbent should be able to perform in a team environment. A willingness to work irregular hours and travel extensively. A valid driver's licence. Added advantages: An appropriate post-graduate degree in BCom Accounting or Financial Management (NQF Level 8). At least three (3) years of middle management experience, which should include leadership and experience in overall financial management and reporting roles, as well as 3 years in the Post-School Education and Training (PSET) sector as A Chartered Accountant or Associate General Accountant, registered with SAICA. Good knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies, and regulations.

DUTIES : To support the principal as the accounting officer and other senior management in the execution of their functions in compliance with applicable financial legislation, regulations and college prescripts. Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintain financial management structures. Establish, implement, and monitor the financial management and internal control systems. Establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledger accordance with applicable policy, prescripts and accounting frameworks. Contribute to the development of strategic, corporate, annual performance and operational plans, whichever is applicable, including coordinating, analysing and advising overseeing the budget preparation process, providing advice and support to stakeholders. Produce compliant Annual Financial Statement for approval by the Accounting Officer and council Chair as required by the Department of Higher Education and Training in team of Generally Recognised Accounting Practice (GRAP). Review the budget proposals prior to submission to the relevant approval authority; oversee and manage the budget monitoring process, including the production of monthly, quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries as to how to address significant variances; Coordinate, manage and monitor the college budget and expenditure management process and delivery within deadlines. Report the budget and expenditure analysis in the required format and present it to the management team and the college. Report the budget and expenditure analysis in the required format and present it to the management team and the college council. Regularly monitor the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; oversee and optimise the utilisation of electronic financial, logistics and management information systems. Manage the finalisation of interim and annual financial statements in line with standards of GRAP and reviewing thereof, and manage engagements with assurance providers (i.e. Auditor General). Ensure that the asset management function is effective and operational. Manage human resource and budget in the college.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

CLOSING DATE : 27 February 2026

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POST 05/139 : **DEPUTY DIRECTOR: NORMS AND STANDARDS FOR INFRASTRUCTURE FUNDING REF NO: DHET12/02/2026**
Branch: Technical And Vocational Education and Training
Directorate: TVET Colleges Institutional Funding

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial Accounting/ Economics or a related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in finance, policy development or built environment. Extensive knowledge and insight into the education policies and legislation for public colleges. Experience in built environment will be an added advantage. Experience in policy development, implementation, analysis, and monitoring implementation and reporting. Knowledge and understanding of the Public Finance Management Act. Good financial, analytical research skills including Budget determination and allocation. Knowledge of legislation governing infrastructure including CIDB Regulations. Financial management and reporting. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Advanced computer skills with extensive knowledge of MS Word and MS Excel. A valid driver's license.
DUTIES : Develop the infrastructure funding policy in support of education and training delivery in TVET Colleges and monitor its implementation. Research and analysis of emerging issues to inform development and the review of infrastructure funding norms and standards. Analyse, interpret and apply both financial and non-financial data for infrastructure funding policy development. Benchmarking against other financing policies globally. Gather, analyse and utilise data for the development of National Norms and Standards for funding TVET Colleges infrastructure. Determine the TVET College Infrastructure Grant Budget allocations using various funding models Determine the required infrastructure needs in relation to teaching and learning delivery. Monitor the implementation of the infrastructure funding norms and standards to identify areas for improvement as well as to update, improve and ensure optimal infrastructure delivery. Report on the implementation of the infrastructure funding norms. Perform administrative and financial management tasks related to the post as well as other related functions as negotiated with the Director. Monitor and analyse spending and to ensure effective and efficient utilisation of funds.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/140 : **DEPUTY PRINCIPAL: FINANCE REF NO. DHET13/02/2025**
Branch: Technical And Vocational Education and Training

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

CENTRE : This post is based on Technical and Vocational Education and Training (TVET) Colleges (College of Cape Town)

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

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

college council. Regularly monitor the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; oversee and optimise the utilisation of electronic financial, logistics and management information systems. Manage the finalisation of interim and annual financial statements in line with standards of GRAP and reviewing thereof, and manage engagements with assurance providers (i.e. Auditor General). Ensure that the asset management function is effective and operational. Manage human resource and budget in the college.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/141 : **DEPUTY DIRECTOR: DATA ANALYST REF NO: DHET14/02/2026**
Branch: Planning Policy and Strategy
Directorate: Management Information System

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Statistics /Information Management/ Economics or a related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in data analysis and writing statistical reports. Experience in using at least one statistical package (e.g. STATA/SAS) to analyse large datasets, data mining, data quality assurance and error detection, report writing and ability to present complex information in an understandable manner. The candidate must have an understanding of the statistical value chain, have advanced data analysis, report writing, problem solving, project management, knowledge and understanding of standards related to Statistics (e.g. SASQAF and MISS) and analytical skills. Excellent written and oral communication skills, proficiency in MS Word, Excel, Access,

Power BI and PowerPoint, presentation skills and ability to write submissions and memos are required for this position. A valid driver's license.

DUTIES : Management Information System and be responsible for the management of the Sub-Directorate: Information Management and Reporting. The candidate will be required to process, analyse, store, retrieve and disseminate data and information relating to the Post-School Education and Training sector (i.e. private and public Higher Education Institutions, Technical and Vocational Education and Training colleges, Community Education and Training colleges, private colleges and Sector Education and Training Authorities); quality assure all acquired data; develop and implement information standards; support branches on the implementation of Management Information Systems; respond to international data requests; supervise and mentor staff in the Sub-Directorate, and provide support to the Directorate when required.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/142 : **DEPUTY DIRECTOR (BRANCH COORDINATOR) REF NO: DHET15/02/2026**
Branch: Skills Development
Office of The Deputy Director-General: Skills Development

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/ advanced national diploma (NQF level 7) in Public Management/ Administration or related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in Administration. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Conflict management skills. An understanding of DHET's

strategic vision and priorities. A thorough knowledge of all policies and legislation governing the Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. A valid driver's license.

DUTIES : Provide administrative support within the office of the Deputy Director-General (DDG), Skills Development Branch : By Scrutinising documents to determine action/information/documents required. Records minutes/ resolutions and communicates/disseminates to relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meetings including overseeing the logistics. Coordination of parliamentary enquiries with relevant units. Manage general support services in the office of the DDG. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep a record of expenditure commitments, monitor expenditure, and alert the Manager with regard to possible over and under- spending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on enquiries received from internal and external stakeholders. Manage leave register, attendance register and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, and submission of a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow up and compile reports to a transverse nature for the Manager and advise or sensitize the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. scrutinize documents to determine actions/ information/ documents required. Records minutes/ resolutions and communicates/ dissemination to relevant role players, follows up on progress made, and prepares briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures pertaining to Managers.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/143 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DHET16/02/2026**
Branch: Corporate Services
Directorate: Organisational Development, HR Planning, Employment Equity Policy and Strategy

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Management Services/ Organization and Work Study/ Work Study/ Industrial Engineering/ Operations Management/ Production Management/ Industrial and Organizational Psychology/Human Resource management. Valid driver's license. Five (5) years' experience of which two (2) at Assistant Director Level and three (3) years functional experience in Organizational development. Knowledge: Basic understanding of policies, Public Service Regulations, prescripts and legislation, Understanding of information analysis, Research processes and procedures, Organisational Behaviour/ Design Tools, Job profile design and Job evaluation, Basic knowledge of Public Financial Management Act. Skills: Organization design, Business process management, Problem solving and solution development, Project management, Facilitation and problem solving, Computer literacy, Communication and interpersonal, People management. Integrity, accountability, collaboration, and commitment values.
DUTIES : Develop, align, and review departmental structure to meet strategic objectives and service delivery models. Manage the evaluation of all jobs to ensure accurate grading, develop job profiles, and maintain job descriptions to ensure they are up to date. Conduct, manage, and facilitate business process mapping and redesign to improve efficiency, productivity, and service delivery. Assist in developing and monitoring human resource plans and aligning them with the organizational structure. Support the Director in managing the directorate, including assisting with planning, budgeting and management of staff within the line function.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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POST 05/144 : **ASSISTANT DIRECTOR: HIGHER EDUCATION MANAGEMENT INFORMATION SYSTEMS REF NO: DHET17/02/2026**
Branch: University Education
Chief Directorate: University Planning And Institutional Funding
Directorate: Higher Education Management Information Systems

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma (NQF Level 6) in Statistics/ Information Technology or a related qualification; A minimum of three (3) years relevant supervisory experience in data extraction and analysis. Experience in data manipulation tools, data collection, data processing, and data storage. A successful candidate should have strong administrative, analytical, and relational database (SQL, MS Access) skills. Good problem-solving skills and client orientation. Excellent communication both in written and verbally and good computer skills. High level of accuracy and analytical capability is necessary. Knowledge of data regulations acts and guidelines such as POPI act, and SAQAF is vital. A valid driver's licence.
DUTIES : Co-ordinate and monitor data submissions from all higher education institutions and load to the Higher Education Management Information System. Generate reports and provide reliable, relevant, and accurate information to users within the Department. Compile and disseminate reports on student enrolments and graduates, staff, space and post-doctoral to stakeholders. Liaise with and provide support to universities in facilitating their data submissions to the Department. Draft submissions. Quality assures the data submissions received from universities and ensure they conform to the audit guidelines and HEMIS documentations. Analyse data and audit reports submitted by institutions as part of their HEMIS submission. Provide administrative support to the directorate.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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CLOSING DATE : 27 February 2026

POST 05/145 : **ASSITANT DIRECTOR: UNIVERSITY ACADEMIC PLANNING, MONITORING AND EVALUATION REF NO: DHET18/02/2026**
Branch: University Education
Chief Directorate: University Planning and Institutional Funding

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ diploma (NQF Level 6) in Public/ Business Administration or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) years' experience at the Supervisory level in the Higher Education and Training sector. Experience and knowledge of the higher education sector with specific reference to institutional planning; academic planning and quality assurance. Knowledge of the higher education policy environment. Good communication skills, including proposal and report writing. Good computer skills: Knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an added advantage. A valid driver's licence.

DUTIES : Facilitate and coordinate the administrative and operational processes relating to applications received from universities for academic qualifications and programmes; Processing the Programme Qualification Mix (PQM) applications, extended curriculum programme applications for inclusion on the PQM database of public Higher Education Institutions (HEI); Maintain the PQM applications database and institutional applications progress reports; Liaising with universities and higher education stakeholders regarding their PQM applications and developments and their PQM; Monitor each HEI PQM and update as and when qualifications are accredited by the Council on Higher Education and registered on the National Qualifications Framework; Prepare submissions, documentation, briefing notes and arrange meetings related to the PQM processes; Responding timeously to requests for briefing notes and responses to all correspondence, including parliamentary questions; and carry out any other relevant task as delegated by Management.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/146 : **ASSISTANT DIRECTOR: GOVERNANCE SUPPORT REF NO: DHET19/02/2026**
Branch: University Education
Chief Directorate: Institutional Governance and Management Support

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Management/ Public Administration/ Governance or related qualification. A relevant postgraduate will be an added advantage. A minimum of three (3) years relevant supervisory experience in higher education environment. Sound knowledge and understanding of policy and regulatory frameworks governing higher education. Understanding of key stakeholders in the higher education sector. Knowledge of King reports and codes on good governance principles. Proficient in Microsoft Office (Outlook, Word, Advanced Excel, and Power Point) and Adobe Acrobat. Excellent verbal and written communication skills. Analytical and problem solving skills. Research and report-writing skills. Good interpersonal skills and ability to liaise with internal and external stakeholders. Ability to work independently without direct supervision as well as in a team. Ability to work under pressure. Ability to work to agreed deadlines, targets with limited supervision. Must be A good team player who can support, contribute and actively participate in the work of the Directorate. Good attention to detail and driven to deliver work of high quality and accuracy. A valid driver's licence and willingness to travel.
DUTIES : Providing regulatory support to ensure compliance of public HEIs with the Act. Compile submissions for appointment of members to public higher education institutions councils. Assess the annual performance of Ministerial appointees on boards and councils, in terms of attendance and participation; and advise the Minister. Assist in the reviewing of Statutes and draft submissions for their approval by the Minister. Assist in the analysis of institutional annual reports and governance scorecards and compile an annual report on governance. Assist in activities related to the establishment and disestablishment of new higher education institutions and institute, mergers and incorporation. Facilitating Ministerial interventions in higher education institutions. Assist the Deputy Director in work related to the appointment of independent assessors and administrators to higher education institutions, institutes and relevant public entities. To provide support to enhance the capacity of governance and statutory structures of public higher education institutions. Assist in the development, implementation, evaluation and reporting on capacity building programmes for councils and Institutional Forums. Draft presentations for and Participate in induction programmes of councils and Institutional Forums. Providing overall support to the Directorate to ensure efficient delivery on goals and targets. Draft responses to parliamentary and media enquiries on governance matters. Compile submissions, reports, presentations, briefing and speaking notes, letters, concept documents and position papers as required. Participate in relevant committees. Coordinate meetings with external stakeholders, take accurate minutes of external meetings and ensure their timeous distribution.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/147	:	**ASSISTANT DIRECTOR: SCHOLARSHIP STUDENT SUPPORT REF NO: DHET20/02/2026** Branch: University Education Directorate: International Scholarships
SALARY	:	R582 444 per annum (Level 10)
CENTRE	:	Pretoria
REQUIREMENTS	:	An appropriate undergraduate Degree/ National Diploma (NQF 6) in Psychology/ Education/ Counselling/ Public Administration or relevant qualifications. A minimum of three (3) years' supervisory experience in higher education and training sector. Knowledge of database management. Prior experience in working with a scholarship programme in the higher education environment. Excellent communication skills and good interpersonal relations, particularly in dealing with the public. Above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint. Willingness to travel domestically and internationally. A valid driver's license.
DUTIES	:	Establishing and maintaining a fit-for-purpose database to assist with the effective administration of scholarships. Developing and implementing support mechanisms for scholarship recipients before, during and after completing their studies. Developing and updating appropriate policy instruments and protocols, e.g. contractual obligations of scholarship recipients. Generally support the work of the Scholarships Management Directorate, including drafting reports, presentations and correspondence.
ENQUIRIES	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
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POST 05/148 : **ASSISTANT DIRECTOR: UNIVERSITY ACADEMIC PLANNING, MONITORING AND EVALUATION REF NO: DHET21/02/2026**
Branch: University Education
Directorate: University Academic Planning, Monitoring and Evaluation

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public/ Business Administration or related qualification. A minimum of three (3) years supervisory experience in the Higher Education and Training sector. Experience and knowledge of the higher education sector with specific reference to institutional planning; academic planning and quality assurance. Knowledge of the higher education policy environment. Good communication skills, including proposal and report writing. Good computer skills: Knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an added advantage. A valid driver's licence.

DUTIES : Facilitate and coordinate the administrative and operational processes relating to applications received from universities for academic qualifications and programmes; Processing the Programme Qualification Mix (PQM) applications, extended curriculum programme applications for inclusion on the PQM database of public Higher Education Institutions (HEI); Maintain the PQM applications database and institutional applications progress reports; Liaising with universities and higher education stakeholders regarding their PQM applications and developments and their PQM; Monitor each HEI PQM and update as and when qualifications are accredited by the Council on Higher Education and registered on the National Qualifications Framework; Prepare submissions, documentation, briefing notes and arrange meetings related to the PQM processes; Responding timeously to requests for briefing notes and responses to all correspondence, including parliamentary questions; and carry out any other relevant task as delegated by Management.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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CLOSING DATE : 27 February 2026

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POST 05/149 : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT POLICY RESEARCH REF NO: DHET22/02/2026**
Branch: Skills Development
Directorate: Seta Support and Learnerships

SALARY : R582 444 per annum (Level 10)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor Degree/ National Diploma (NQF level 6) in Social Science/ Development Studies/ Public Administration or related qualification. A minimum of three (3) years' supervisory experience in Research, Monitoring and Evaluation environment. An in-depth knowledge of Skills Development legislation/prescripts such as Skills Development Act, Skills Development Levies Act, Public Finance Management Act. key South African labour market issues and partners; skills supply and demand in South Africa, Good understanding of the work of Education and Training Sector and in particular Sector Education and Training Authorities (SETAs). Good understanding and applicable knowledge of research methodology. Demonstrable ability to present and to coordinate multiple stakeholder meetings and workshops. Demonstrable ability to review documents and produce reports. Excellent oral and written communication skills. Experience in project management, computer literacy and conflict resolution. A valid driver's license.

DUTIES : Together with the Manager, support skills planning activities and processes of SETAs; Contribute to appraisal and review of Skills Strategy and Legislative Provision; Assist in managing, coordinating and supporting SETAs Research and Development and ensure SETAs' compliance with the legislative framework for Sector Skills Planning; Consolidate 21 SETAs Sectoral Priority Occupations and Interventions list (SPOI list) and contribute in ensuring dissemination of the list to DHET branches; Assist in managing, coordinating

and supporting Sector Skills Planning and its implementation; Evaluation of the SETAs Sector Skills Plans to ensure alignment to the Sector Skills Plan Framework of the Department of Higher Education and Training; Assist in providing skills development capacity building support to SETAs to implement the NSDS and legislation; Support the development of a credible skills planning mechanism for SETAs and manage all relevant human resources of the unit; Together with the manager, annually develop, implement and manage work plan/business plan applicable to function of the sub-directorate Skills Development Policy Research. Manage performance agreement and performance assessments of staff.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/150 : **ASSISTANT DIRECTOR: CAPACITY BUILDING, BOARD SERVICES AND LEGAL SUPPORT REF NO: DHET23/02/2026**
Branch: Skills Development
Chief Directorate: National Skills Authority (NSA) Secretariat

SALARY : R582 444 per annum (Level 10)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Legal/ Law or related qualification. A minimum of three (3) years relevant supervisory experience in the relevant environment. Sound knowledge of financial management, strategic management, project management and research methodology. Must have good communication skills, interpersonal skills, human relations skills, auditing skills as well as strategic planning skills with change management skills. Must be reliable, and enthusiastic. A valid driver's licence.

DUTIES : Facilitate capacity building programmes for the NSA. Implement and monitor the NSA capacity building strategy. implement and monitor investigation

protocol and framework. Capacity Building, Board Services and Legal Support and will be responsible to facilitate capacity building programmes, provide board secretariat services, legal support and co-ordinate investigation initiatives for the NSA. Implement and monitor the NSA capacity building strategy. Coordinate process in liaison with the DHET legal unit in matters involving the NSA. Assist the Deputy Director in developing, implementing and reviewing NSA Board policies. Provide Board services, Secretariat and Committee support for the NSA. Attend to Governance and Risk Matters for the NSA. Operationalise projects related to NSA/ Minister's priorities. Coordinate framework for social partners and stakeholders of skills. Facilitate partnerships and stakeholders for the enhancement of skills development implementation. Coordinate defined constituencies and public input into skills development planning, implementation, feedback and evaluation. Facilitate the branch management of queries, parliamentary questions and general public consultation and submissions. Coordinate and provide legal, administrative support and secretariat services to NSA meetings with stakeholders. Implement and monitor the NSA capacity building strategy. Co-ordinate and monitor investigation protocol and framework. Liaison with the DHET legal unit in matters involving the NSA; Assist the Deputy Director in developing, implementing and reviewing NSA Board policies; Assist in operationalising projects related to NSA/Minister's priorities. Coordinate framework for social partners and stakeholders of skills. Facilitate partnerships between stakeholders for the enhancement of skills development implementation. Coordinate defined constituencies and public input into skills development planning, implementation, feedback and evaluation; Facilitate the branch management of queries, parliamentary questions, and general public consultations and submissions. Coordinate and provide legal, administrative support and secretariat services to NSA meetings with stakeholders. Coordinate and maintain communication and reporting systems between the NSA and other stakeholders. Provide administration support services for the Secretariat. Provide Legal Support to the NSA, Secretariat and Committees.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/151 : **ASSISTANT DIRECTOR: MAINTENANCE SUPPORT SERVICES REF NO: DHET24/02/2026**
Branch: Skills Development
Directorate: Indlela

SALARY : R582 444 per annum (Level 10)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Civil Construction/ Mechanical/ Electrical or related qualification. Qualified as an Artisan in the related engineering field. A minimum of three (3) years supervisory experience in coordination of maintenance of Government buildings. Experience in people management. Knowledge of Occupational Health and Safety Act, Knowledge of PFMA and National Building Regulation. Knowledge of Government Procurement systems in the general built environment, technical knowledge of key functions related to the best practice within the integrated Facilities Management. Knowledge of Supply Chain Management Framework and Government budget procedure Skills. Computer Literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook). Report writing skills, planning, and organizing, project management skills, leadership skills, problem solving, facilitation skills, effective communication skills. Be patient, understanding, trustworthy, dependable, innovative, hardworking, and analytical thinking. Ability to work under pressure, Self-Motivated, and be able to work in a team environment. A valid driver's licence.
DUTIES : Overall management of Maintenance support services which includes day to day maintenance of the Institution. Liaison with both internal and external stakeholders). Keep track of all maintenance projects and processes which includes preparation of the sectional procurement plans, budget inputs and management of related registers. To ensure the effective and sufficient use of Government buildings, equipment, tools, facilities and gardens. Compile and submit prescribed monthly, quarterly, and annual reports for internal maintenance and repairs as required. Manage day to day maintenance through monitoring of call registers. Monitor and oversee construction, maintenance, repairs and servicing work being conducted by Department of Public Works and external contractors. Ensure undertaking of emergency repairs and maintenance. Ensure implementation of statutory maintenance and diesel fuel provision to standby generators. Ensure accurate specifications for minor renovations. Management of FMU budget utilization which includes procurement of goods and services, stock control and capital and day to day expenditure registers. Ensure the implementation of all FMU practices, guidelines and policies. Responsible for the implementation of Occupational Health and Safety Act. Participate in the development, monitoring and review of operational plans of the unit. Manage staff development and performance (PMDS) against departmental objectives in line with Strategic, Operational and Turnaround plans. Compile and submit prescribed monthly, quarterly, and annual reports. Responsible for management and the administration of External Cleaning, Garden and grounds, Waste Management, Horticulture services.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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POST 05/152 : **ASSISTANT DIRECTOR: TOP UP TRAINING REF NO: DHET25/02/2026**
Branch: Skills Development
Directorate: Indlela

SALARY : R582 444 per annum (Level 10)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Mechanical/ Civil Engineering or related qualification. A recognized South African Trade Qualification. An Assessor/ moderator certificate / teacher diploma would be an added advantage. A minimum of three (3) years supervisory experience in artisan education, training and development (Training, ARPL and Trade Testing) environment. Knowledge of assessment principles, knowledge of Training and trade test environments. Knowledge of Batho Pele principles. Knowledge of staff management. Knowledge of the SDA, PFMA and OHSA. Understanding of the trade test regulations. Understanding of the criteria and guidelines for the implementation of ARPL. Knowledge of artisan related policy and regulatory frameworks. Ability to plan, organize, manage and monitor activities and processes. Ability to implement and comply with related artisan policies and procedures. Coordination and group facilities skills. Skills to interpret and understand the policy. Skills to develop standard operating procedure and processes. Report writing and supervisory skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's licence.
DUTIES : Maintaining accreditation status ARPL Gap Closure and trade test documentation. Provide credible ARPL gap closure and training to all candidates. Implement and maintain Quality Assurance and Monitoring. Effective Planning and Control of Equipment, tools and consumables. Effective Management of Infrastructure and Resources. Provide Guidance and Support on ARPL implementation and processes to accredited Trade Test Centre. Plan, Prepare and Schedule for support training and evaluation activities. Liaising with stakeholders regarding Artisan Recognition of Prior resources. Develop and pilot and implement assessment practitioner training. Implement ARPL according to the SoP for GAP Closure. Provide oversight support for ARPL Gap Closure functions. Coordinate special planning and logistics for Gap Closure workshops. Manage the needs assessment and procurement of LTSM, materials, goods, tools, equipment and consumables for GAP Closure workshop in line with SCM and PFMA. Manage compliance of OHS and accreditation of the Gap Closure workshops.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/153 : **ASSISTANT DIRECTOR: IMPLEMENTATION OVERSIGHT CLUSTER 3 REF NO: DHET26/02/2026**
Branch: Skills Development
Directorate: Seta Implementation Oversight

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Public Management/ Administration, Monitoring and Evaluations, Business/ Office Management/ Organizational Development or related qualification. A minimum of three (3) years relevant supervisory experience in financial management, communication and stakeholder engagement, monitoring and evaluation of strategic planning. Knowledge of Departmental policies and procedures, public service processes and procedures, Monitoring and Evaluation, Presentation skills, Report writing skills and Project management skills. Computer skills, Knowledge of the following legislations: Public Finance Management Act (PFMA), Skills Development Act (SDA), Skills Development Levies Act (NSDS), Skills Accord, Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA) and Batho Pele Principles. A valid driver's license.
DUTIES : Perform SETA Implementation oversight, Validations and SETMIS tools and mechanisms, Prepare quarterly performance reports on the implementation of National Skills Development plan (NSDP), Support implementation of NSDP outcomes, Support SETA in the development of strategic plans, annual performance plans, and service level agreements, Ensure improvement of the SETA Governance, Coordinate written responses to Parliamentary, Presidential hotline and Public queries and complaints within the Chief Directorate SETA Coordination, Provide coordination and secretariat support to performance strategy development and implementation. To analyse and recommend approval of SETA Strategic plans and Service Level Agreements. Support SETAs to deliver their obligations in terms of National Skills Development Plan. Scrutinize/analyse incoming correspondence, management of staff within the Cluster, management of the office budget. Coordinate the Special Projects (Provincial, Ministerial and Rural Development

Projects). Writing of MEMOs, Letters, Submissions and Speeches for the office of the Deputy Director General.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

CLOSING DATE : 27 February 2026

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POST 05/154 : **ASSISTANT DIRECTOR: EXAMINATION MANAGEMENT ADMINISTRATION AND MONITORING REF NO: DHET36/02/2026**
Branch: Technical and Vocational Education and Training
Directorate: Examination Management Administration and Monitoring

SALARY : R582 444 per annum (Level 10)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Management or related qualification. A minimum of three (3) years relevant supervisory experience in administration environment. Monitoring and administration of examination of examination and assessment in TVET colleges. Sound knowledge of development of training and monitoring of examinations. Must be acceptable, discipled, self-confident, be able to work independently, willing to work overtime and willing to travel. Good writing interpersonal and communication skills include compilation of national reports. Good training and communication skills. Research and coordination skills. Computer literate word, excel, access, PowerPoint and outlook. Analytical and problem solving skills. A valid driver's License.

DUTIES : Ensure and manage the compilation of schedules colleges to be visited per province for monitoring at least 9 times a year. Manage appointments and reporting by external monitors. Scheduling and conducting of monitoring of the conduct of examinations and site visits to public and registered private colleges. Must be able to travel and train officials on the conduct and policy prescripts of examinations in colleges at least twice a year. Design and develop registration, state of readiness and monitoring tools. Collating and writing of

national conduct of examinations reports, letters and submissions relevant to monitoring and state of readiness examinations. Oversee registration of examination centres and keeping an updates data base. Create and maintain an efficient filling and tracking system for sub-directorate, statistics- compile weekly/ monthly operational statistics and reports. Manage applications for concessions as per policy directive. Liaison with regions and DHET officials regarding registration, monitoring and conduct of state of readiness and examination centres. Manage performance of staff/ human resources.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

CLOSING DATE : 27 February 2026

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POST 05/155 : **ASSISTANT DIRECTOR: CERTIFICATION SERVICES REF NO: DHET37/02/2026**
Branch: Technical Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Directorate: Resulting and Certification

SALARY : R582 444 per annum (Level 10)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/ Administration/ Development Studies or related qualification. A minimum of three (3) years relevant supervisory experience in TVET examinations and related services. The candidate must possess extensive knowledge and experience of examination administration along with registration of candidates for examination and resulting thereof, IT system. Knowledge of Public Service and Regulations. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, and MS Outlook). Must have leadership abilities, interpersonal relations and conflict management skills with regard to people management. Ability to interpret policies and draft official reports pertaining to resulting

process. Values and attitudes: client-oriented focused; ability to work overtime, Integrity and loyalty are essential. The successful candidate must be adaptable, self –disciplined and able to work independently and under pressure in a diverse team. A valid driver's licence.

DUTIES : The successful candidate will be responsible to manage and audit processes with respect to certification (processing of replacement Techer/Tertiary qualification, issuing of NND. Data archival and subject credit transfers. Management and maintenance of Historical records (NTC). Implement and oversee operational security measures relevant to issuing of National N Diplomas process as mandated by QCTO. Create credit transfer record documentation for examination centres on the examination IT system, organize the printing and coordinate the credits report, receipt, processing of credits requests thereof. Verification of TVET College qualifications, former teacher qualifications and National Technical Certificate qualifications as mandated by SAQA. Maintain implement and audit operational security measures relevant to certification and data archival processes. Incident/Query Management of Certificate and Historical Records, coordinate, deal with and follow-up on responses to queries regarding the diplomas, credits transfers etc. Interpret and apply policies and quality council directives relevant to National N Diplomas (REPORT 191), credits transfers (REPORT 190).

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/156 : **ASSISTANT DIRECTOR: TVET COLLEGES FINANCIAL MANAGEMENT AND COMPLIANCE REF NO: DHET38/02/2026**
Branch: Technical and Vocational Education and Training
Directorate: Research, Costing and Financial Management System

SALARY : R582 444 per annum (Level 10)

CENTRE : Pretoria

REQUIREMENTS	:	An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Finance/ Management Accounting/ Internal Audit/ Accounting or related qualification. A minimum of three (3) years relevant supervisory experience in financial accounting environment. Extensive knowledge and insight into the Post-school Education and Training (PSET), legislation and policies of state funded education institutions, policy development and implementation. Knowledge of the legislative framework for technical and vocational education training (TVET), Public Finance Management Act (PFMA) and Treasury Regulations, Interpretation and application of General Recognised Accounting Practices (GRAP). Must be computer literate. Extensive knowledge of Microsoft Word and Excel with strong communication skills both oral and written. Good financial analytical and research skills, interpersonal skills and report writing skills. Policy development and implementation skills. Ability to develop and maintain positive relations with stakeholders both internal and external. Client orientation and work independently. Ability to work in a team and to work under pressure. Meet deadlines and be target driven. High level of reliability, commitment, pro-active, loyalty, self-management, honesty and integrity. Ability to act with tact and discretion. A valid driver's licence.
DUTIES	:	Coordinate financial reporting, development of financial policies and financial systems in TVET Colleges. Monitor the submission compliance of annual financial statements. Analyse and interpret audited annual financial statement (AFS) of TVET Colleges. Provide Generally Recognized Accounting Practices (GRAP) technical and financial management support to TVET Colleges. Maintain and administer the Business Management System developed for TVET Colleges and perform any adhoc task as may be required from time to time.
ENQUIRIES	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE	:	27 February 2026
NOTE	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/157 : **ASSISTANT DIRECTOR: MARKING SERVICES REF NO: DHET39/02/2026**
Branch: Technical And Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Directorate: Assessment, Item Development and Marking Services

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ national diploma (NQF Level 6). A minimum of three (3) years relevant supervisory experience in the Technical and Vocational Education and Training (TVET) examination environment, Experience working in the Directorate: Assessment, Item Development and Marking Services is an advantage. Good interpersonal, organisational and communication skills are additional requirements. Knowledge and experience in marking processes and Internal Continuous Assessments (ICASS) and Integrated Summative Assessment Tasks (ISAT) are also an advantage. The applicant must have extensive knowledge experience of MS Office which include MS Excel, MS Access and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment. A valid driver's licence.

DUTIES : Source and recommend sites for the establishment of national marking centres. Advertise for and shortlist markers per national examination cycle. Coordinate and monitor the training of marking officials, marking and moderation of scripts at TVET and CET Colleges and national marking centres. Interact and engage with marking centres on marking and quality assurance matters during the marking and moderation of examination answer scripts. Perform administrative duties regarding marking. Oversee the co-ordination of the marking guideline discussion meetings to enhance the standardisation of marking. Prepare weekly, monthly or quarterly reports relating to Annual Performance Plan. Oversee and manage all aspects of the marking process for TVET and CET examinations. Additional responsibilities include providing guidance in meetings relating to examination processes and policy development.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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POST 05/158 : **ASSISTANT DIRECTOR: CERTIFICATION SERVICES REF NO: DHET40/02/2026**
Branch: Technical and Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Directorate: Resulting and Certification

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Public Management/Administration/ Development Studies or related qualification. A minimum of three (3) years relevant supervisory experience in the in TVET examinations and related services. The candidate must possess extensive knowledge and experience of examination administration along with registration of candidates for examination and resulting thereof, IT system. Knowledge of Public Service and Regulations. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, and MS Outlook). Must have leadership abilities, interpersonal relations and conflict management skills regarding people management. Ability to interpret policies and draft official reports pertaining to resulting process. Values and attitudes: client-oriented focused; ability to work overtime, Integrity and loyalty are essential. The successful candidate must be adaptable, self – disciplined and able to work independently and under pressure in a diverse team. A valid driver's licence.
DUTIES : The successful candidate will be responsible to manage the and audit processes with respect to certification (processing of replacement Teacher/Tertiary qualification, issuing of NND. Data archival and subject credit transfers. Management and maintenance of Historical records (NTC). Implement and oversee operational security measures relevant to issuing of National N Diplomas process as mandated by QCTO. Create credit transfer record documentation for examination centers on the examination IT system, organize the printing and coordinate the credits report, receipt, processing of credits requests thereof. Verification of TVET College qualifications, former teacher qualifications and National Technical Certificate qualifications as mandated by SAQA. Maintain implement and audit operational security measures relevant to certification and data archival processes. Incident/Query Management of Certificate and Historical Records, coordinate, deal with and follow-up on responses to queries regarding the diplomas, credits transfers etc. Interpret and apply policies and quality council directives relevant to National N Diplomas (REPORT 191), credits transfers (REPORT 190).
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
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POST 05/159 : **ASSISTANT DIRECTOR: CET COLLEGES MONITORING AND EVALUATION REF NO: DHET41/02/2026**
Branch: Community Education and Training
Directorate: Cet Monitoring and Evaluation

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Evaluation/ Research/ Education/ Policy Management studies or related qualification. A higher degree in public policy development, evaluation research (monitoring and evaluation), research in education will be an added advantage. A minimum of three (3) years relevant supervisory experience. Proven experience and technical skills in data management, excellent project management and communication skills. Understanding and ability to interpret Government policies and governance environment related to performance information. Ability to design, develop, support, and monitor policies. Advanced computer skills in MS Office (Word, PowerPoint, Excel, and Outlook). Experience in carrying out qualitative and quantitative research and producing intelligible reports. Proven experience in planning, reporting through presentations and performance information use. Excellent written and verbal communication skills. Proven ability to produce quality assured work under pressure and management of deadlines as well as a willingness to work irregular hours and travel extensively. The ability to work in a team environment. Problem-solving skills; excellent organisational and innovation skills. A valid driver's license.
DUTIES : Design and plan data collection instruments in accordance with prescribed standards. Develop, manage, coordinate, analyse and verify performance information. Develop frameworks and standard operating procedures for monitoring. Conduct monitoring, collect and collate data, produce and present reports. Conduct Community Education and Training (CET) sector-wide performance monitoring. Establish a project matrix with colleagues across the branch in order to conduct integrated monitoring activities. Receive and analyse reports from sub-programmes within the branch CET. Conduct the audit of student enrolments through verifications of student listings at the colleges. Participate in the dissemination of research findings in the sector and wider audiences through the drafting and delivery of presentations, reports, updates, and progress reports using research information. Conduct quality assurance on data received from CET colleges. Provide support to colleges with regards to performance information. Attend the project and other stakeholder meetings to represent either the Department or CET Branch as and when required. Manage human and physical resources of the sub-directorate. Perform any other functions as deemed appropriate by the manager within the ambit of labour law. Conduct refresher training programmes for regional and college officials.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/160 : **CHIEF ARTISAN B MOTOR MECHANIC REF NO: DHET27/02/2026**
Branch: Skills Development
Directorate: Indlela

SALARY : R578 712 per annum, (OSD Salary Scale)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate National Diploma in Mechanical Engineering or related qualification. A Trade Test Certificate in Motor Mechanic Trade. Assessor and Moderator Certificates. A minimum of three (3) years supervisory experience as a Motor Mechanic. Skills Development Act of 1998. Must be able to conduct moderate trade tests in motor mechanic and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem-solving skills. Manage resources that include human, assessment equipment and material. Effective record keeping. A valid driver's license.
DUTIES : Conduct and moderate trade testing in the Motor Mechanic and related trades as well as implement and maintain ARPL. Conduct Moderation of Trade Test internally and externally. Maintain and ensure safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested. Supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment and material. Maintain safety in the workshop. Assess performance of staff in the unit.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a

detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE : 27 February 2026

POST 05/161 : **CHIEF ARTISAN B AUTOMOTIVE REF NO: DHET28/02/2026**
Branch: Skills Development
Directorate: Indlela

SALARY : R578 712 per annum, (OSD Salary Scale)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate National Diploma in Mechanical Engineering or related qualification. A Trade Test Certificate in Spray Painter/Panel beater Trades. Assessor and Moderator Certificates. A minimum of three (3) years supervisory experience as a Motor Mechanic. Skills Development Act of 1998. Must be able to conduct moderate trade tests in motor mechanic and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem-solving skills. Manage resources that include human, assessment equipment and material. Effective record keeping. A valid driver's license.
DUTIES : Conduct and moderate trade testing in the Spray Painting /Panel beater related trades as well as implement and maintain ARPL. Conduct Moderation of Trade Test internally and externally. Maintain and ensure safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested. Supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment and material. Maintain safety in the workshop. Assess performance of staff in the unit.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the

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

POST 05/162 : **CHIEF ARTISAN GRADE B: PHYSICAL PLANNING AND CONSTRUCTION**
REF NO: DHET29/02/2026
Branch: Skills Development
Directorate: Indlela

SALARY : R578 712 per annum, (OSD Salary Scale)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate National Diploma in Civil Engineering or related qualification. Bricklaying and related Civil engineering Trade Test Certificate. Assessor and Moderator Certificates. A minimum of three (3) years supervisory experience preferably in an Artisan Training or Assessment environment or technical facilitator/ instructor experience post apprenticeship. Skills Development Act of 1998. Must be able to conduct and moderate trade tests in Civil and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem-solving skill. Manage resources that include human, assessment equipment and material. Effective record keeping. A valid driver's license.
DUTIES : Conduct and moderate trade testing in the Bricklaying or relevant construction Trade as well as implement and maintain ARPL. Conduct moderation of Trade Test internally and externally. Maintain and ensure safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when required and supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment and material.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply

NOTE	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
CLOSING DATE	:	27 February 2026
POST 05/163	:	**CHIEF ARTISAN A AUTOMOTIVE REF NO: DHET30/02/2026** Branch: Skills Development Directorate: Indlela
SALARY	:	R578 712 per annum, (OSD Salary Scale)
CENTRE	:	Olifantsfontein
REQUIREMENTS	:	An appropriate National Technical Certificate (NTC 3) in Motor Bodywork. A Trade Test Certificate in Spray Painter/ Panel beater. An Assessor certificate will be an added advantage. A minimum of three (3) years' experience after qualification as an artisan. Artisan training or assessment experience. Knowledge of skills Development Act of 1998. Must be able to conduct and moderate trade tests in Spray painter and Panel beater trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Good planning and organizing skills. Good report writing. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem solving skill. Manage resources that include human, assessment equipment and material. Effective record keeping. Valid Driving License
DUTIES	:	Conduct trade testing in Spray Painter and Panel Beater trades as well as implement and maintain ARPL. Conduct Moderation of Trade Test internally and externally. Maintain and ensure safekeeping of assessments records. Supervise Trade Assistants. Procure assessment equipment and material. Assess performance of staff in the unit.
ENQUIRIES	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
NOTE	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the

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

CLOSING DATE : 27 February 2026

POST 05/164 : **CHIEF ARTISAN A DIESEL MECHANIC REF NO: DHET31/02/2026**
Branch: Skills Development
Directorate: Indlela

SALARY : R480 261 per annum, (OSD Salary Scale)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate National Technical Certificate (NTC 3) in Diesel Mechanic qualification. A Trade Test Certificate in Diesel Mechanic. Assessor certificate will be an added advantage. A minimum of three (3) years experience after qualification as an artisan. Artisan training or assessment experience. Knowledge of skills Development Act of 1998. Must be able to conduct moderate trade tests in the Diesel Mechanic and related trade. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Good planning and organizing skills. Good report writing. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem solving skill. Manage resources that include human, assessment equipment and material. Effective record keeping. Valid Driving License.
DUTIES : Conduct trade testing in Diesel Mechanic trade, as well as implement and maintain ARPL. Conduct Moderation of Trade Test internally and externally. Maintain and ensure safekeeping of assessments records. Supervise Trade Assistants. Procure assessment equipment and material. Assess performance of staff in the unit.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a

detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE : 27 February 2026

POST 05/165 : **CHIEF ARTISAN A CARPENTER/ JOINER REF NO: DHET32/02/2026**
Branch: Skills Development
Directorate: Indlela

SALARY : R480 261 per annum, (OSD Salary Scale)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate National Training Certificate (NTC 3) in Engineering or related qualification. A Trade Test Certificate Carpentry with Joiner or Shopfitter. Assessor certificate. A minimum of three (3) years experience in artisan training or assessment experience. Skills Development Act of 1998. Must be able to conduct trade tests in Carpentry and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organising skills. Good report writing skills. Good verbal and written communication skills. Must be computer literate (MS Word, Excel, and power point.) Supervisory and problem solving skills. Ability to manage resources that includes human, assessment equipment and material. Effective record keeping. A valid Driving License.
DUTIES : Conduct trade testing in Carpentry trade as well as implement and maintain ARPL. Maintain and ensure safekeeping of assessments records. Supervise Trade Assistants. Procure assessment equipment and material. Assess performance of staff in the unit.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified

documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE : 27 February 2026

POST 05/166 : **CHIEF ARTISAN A REFRIGERATION MECHANIC REF NO: DHET33/02/2026**
Branch: Skills Development
Directorate: Indlela

SALARY : R480 261 per annum, (OSD Salary Scale)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate National Technical Certificate (NTC3) in Refrigeration Engineering or related qualification. A Trade Test Certificate in Refrigeration Mechanic. Registration with SARACCA as a Refrigerant gas installer for Air Conditioning and Refrigeration will be an added advantage. An Assessor Certificate. A minimum of three (3) years trade related experience after qualifying as an Artisan. Two years artisan training or assessment. Knowledge of skills Development Act of 1998. Must be able to conduct trade tests in Refrigeration Mechanic and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem- solving skill. Good supervisory skills. A valid driver's license.
DUTIES : Conduct assessment in the Refrigeration Mechanic trade and implement ARPL. Conduct audits of external Trade Test Centre's. Maintain and ensure safekeeping of assessment records. Supervise Trade Assistants. Assess performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop. Adhere to health and safety policies and procedures.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the

digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE : 27 February 2026

POST 05/167 : **CHIEF ARTISAN A MILLWRIGHT (ELECTROMECHANICAL) REF NO: DHET34/02/2026**
Branch: Skills Development
Directorate: Indlela

SALARY : R480 261 per annum, (OSD Salary Scale)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate National Technical Certificate (NTC 3) in Electrical/ Mechanical qualification. A minimum of three (3) years technical training experience after qualifying as an artisan. Trade Test Certificate in Millwright (Electromechanical). An Assessor certificate will be an added advantage. Two (2) years artisan training or assessment experience. Knowledge of Trade test regulations, ARPL criterion guidelines, Namb and QCTO criterion guidelines. Skills Development Act, 1998. Must be able to assess candidates in Millwright (Electromechanical). Skills: Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem solving skill. Good supervisory skills. Valid driver's license.
DUTIES : Conduct assessment of candidates in Millwright (Electromechanical). Maintain assessment equipment and facilities. Maintain and ensure safekeeping of assessment records. Supervise the Tradesman Aids. Assess performance of staff reporting to him/her. Procurement and control of assessment stock. Assist in accreditation audits, external moderation and monitoring and evaluation. Maintain safety in the workshop.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's

responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE : 27 February 2026

POST 05/168 : **CHIEF ARTISAN GRADE A: MECHANICAL FITTER REF NO: DHET35/02/2026 (X2 POSTS)**
Branch: Skills Development
Directorate: Indlela

SALARY : R480 261 per annum, (OSD Salary Scale)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate National Technical Certificate (NTC 3) in Mechanical Engineering. Trade Test Certificate in Mechanical Fitter/ Fitter and Turner. An Assessor certificate will be an added advantage. A minimum of three (3) years trade related experience after qualifying as an artisan. Two (2) years Artisan training or assessment experience. Knowledge of Skills Development Act of 1998. Occupational Health and Safety Act and Trade Test Regulations. ARPL Regulations. Must be able to assess candidates in Mechanical Fitter, Fitter and Turner and Turner Machinist. Must be computer literate Ms Word, Excel and PowerPoint. Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisor skills. A valid driver's license.
DUTIES : Conduct assessment in the Mechanical Fitter, Fitter and Turner trade and implement ARPL. Conduct audits of external Trade Test centers. Maintain and ensure safekeeping of assessment records. Supervisor Trade Assistants. Assess performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop. Adhere to health and safety policies and procedures.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference.

All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE : 27 February 2026

POST 05/169 : **ASSISTANT DIRECTOR REF NO: DHET42/02/2026**
Branch: Planning Policy and Strategy
Directorate: Africa Middle Eastern Partnership

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in International Relations/ Developmental Studies/ Public Management or related qualification. A minimum of three (3) years supervisory experience in conduct of international relations. Understanding of South Africa's foreign policy. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times. A valid driver's license.

DUTIES : The appointee will report to a Deputy Director and be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels in Africa and/or the Middle East; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in Africa and/or the Middle East in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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CLOSING DATE : 27 February 2026

POST 05/170 : **ASSISTANT DIRECTOR REF NO: DHET43/02/2026**
Component: Human Resources Development Council (HRDC) Secretariat Directorate: Policy, Research, Information Systems and Special Projects

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Social Science/ Development Studies/ Public Administration or Management or a related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) years' supervisory experience in policy, research and knowledge management. Experience in data management and analysis software packages such as Excell/ SPSS will be an added advantage. Experience in writing research reports, knowledge management and administration of projects. Knowledge and understanding of the government prescripts and public service environment. Competencies and Skills: Policy, research, Client orientation and customer focus, Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organizing, Problem solving, Computer literacy and Report writing. A valid driver's license and willingness to travel.

DUTIES : Coordinate and produce reports with regards to the development of the HRD guiding documents, analyse and critique relevant reports for HRD policy implications, conduct and produce research report related to HRD, facilitate the stakeholder engagement and coordination of meetings, assist in initiating and managing partnerships between higher education and industry and facilitate the process of records management. Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organizing, Problem solving, Computer literacy and Report writing.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply

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CLOSING DATE : 27 February 2026

POST 05/171 : **ASSISTANT DIRECTOR: ANTI-CORRUPTION AND FRAUD PREVENTATION REF NO: DHET44/02/2026**
Office of The Director-General
Directorate: Ethics and Integrity Management

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Law/ Forensic investigations/ Risk Management/ Commerce or related qualification. A minimum of three (3) years relevant supervisory experience in fraud prevention, fraud risk management and fraud investigation specializing in identifying, analyzing and mitigating fraudulent activities. Knowledge in forensic investigations, Case Management and Trends Analysis. Understanding of legislation administered by the Department such as Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act, the Public Service Anti-Corruption Strategy. Ability to maintain confidentiality and to work independently on sensitive issues. Excellent understanding of Government prescripts in relation to the financial management and supply chain processes. Research and facilitation skills and communication skills (Verbal & Written). Planning and organizing, relationship management skills, analytical and thinking skills. Time Management, Conflict Management, Analytical and investigation skills, Communication (verbal & written), Computer literacy, Presentation Skills competencies: Interpersonal skills; Ability to work under pressure. The candidate will be subjected to security vetting. A valid driver's license and willingness to travel extensively are essential.

DUTIES : To ensure the provision of anti-corruption and fraud prevention services. Implementing the anti-corruption and fraud prevention policies and procedures; Conduct Investigations in respect of all alleged cases of fraud, corruption and any other maladministration issues within the Department and assist in the implementation of anti-fraud and corruption initiatives. Reviews internal processes and recommends control to strengthen risk management for the Department; Gather and analyse information obtained during investigations. Monitor and Evaluate complaints received by the Department. Recommends additional control or oversight to mitigate risk; maintain accurate and detailed

fraud cases files; Analyse records of previous fraud cases to inform program controls; Assist with compiling reports and undertaking internal audits as required; Draft submissions, memoranda and letters emanating from investigations. Facilitate training for staff and key stakeholders in financial processes; Produce quarterly reports on the outcome of the investigations. Manage resources (human, financial and assets) in compliance with PFMA and other relevant frameworks and Provide support to the Directorate through participation in office management related tasks.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513

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CLOSING DATE : 27 February 2026

POST 05/172 : **ASSISTANT DIRECTOR: CASH FLOW MANAGEMENT REF NO: DHET45/02/2026**
Branch: Office of The Chief Financial Officer
Directorate: Financial Services

SALARY : RR468 459 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor of Commerce degree/ national diploma (NQF Level 6) in Accounting or related qualification. A minimum of three (3) years relevant supervisory experience in Financial Management. Must have BAS experience. Must be computer literate and be able to operate computer based information systems. A valid driver's license.

DUTIES : Manage and assist with the submission of the monthly cash flow statements to the Department and the Minister. Providing training in the section as well as to officials in the Department on aspects of cash flow related matters. Clearing of PERSAL exceptions. Manage and assist with the submission of the in Year Monitoring Report the Department. Manage the expenditure accounts of the Department and assist in correcting incorrect allocations. Assist with the writing of loss and disposal matters that occurred in the books of the Department.

Obtain Treasury and DG's approval when necessary. Keep records of irregular, fruitless and wasteful and unauthorised expenditure when required. Managing of staff related matters in the section.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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CLOSING DATE : 27 February 2026

POST 05/173 : **ASSISTANT DIRECTOR: CLUSTER 1 AND CLUSTER 2 REF NO: DHET46/02/2026 (X2 POSTS)**
Branch: Chief Financial Officer
Directorate: Public Entities Compliance Oversight

SALARY : R468 459 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Accounting Sciences or relevant qualifications. A minimum of three (3) years relevant supervisory experience in analysis of financial information and financial performance of public entities. Knowledge of compliance with legal frameworks especially the PFMA, Treasury Regulations, Skills Development Act and SETA Grant Regulations. Excellent communications skills both verbal and written. Computer literacy. A valid driver's licence.

DUTIES : Provide financial management through the monitoring, evaluation and analyses of Annual Performance Plans, Strategic Plan, and MTEF allocations linked to Strategic Plan of public entities. Compile detailed submission for the approval of the Minister. Provide financial management support through monitoring and analysis of budgets, quarterly and annual reports. Monitoring and analysis of quarterly financial information and financial performance of public entities. Actively involved in annual financial analyses of the public entities annual reports and audit outcomes. Assist in the coordination, monitoring and reporting requirements of public entities. Provide administrative support to public entities to ensure compliance with legal frameworks

especially PFMA and Treasury Regulations, maintain a database on performance and compliance of public entities. Provide advice to public entities to improve quality of financial reports to ensure alignment and compliance with legislation in terms of PFMA, Treasury and Grant Regulations. Compile detailed reports on financial p[performance of entities reporting to the Department.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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CLOSING DATE : 27 February 2026

POST 05/174 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT AND REPORTING REF NO: DHET47/02/2026**
Branch: Planning Policy and Strategy
Directorate: Management Information System

SALARY : R468 459 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Statistics/ Economics or related qualification. A minimum of three (3) years relevant supervisory experience in data analysis and report writing. Experience in using at least one statistical package (e.g. STATA, SAS) to analyse large datasets, and excellent report writing, written and oral communication skills, problem solving, project management, as well as proficiency in MS Word, Excel, Access, PowerPoint, and Power BI is required. Understanding of Standards and Policies related to Statistics (e.g. Data Confidentiality Standard), and project management is essential. A valid driver's license and willingness to travel when required. The candidate must be professional, committed maintain confidentiality, possess integrity and be accountable. A valid driver's license.

DUTIES : To render information management and reporting. Management Information System, under the Sub-Directorate: Information Management and Reporting.

The responsibilities include assisting with the development and dissemination of Statistics on Post- School Education and Training (PSET) report and factsheets. Assist with quality assurance of PSET data. Assist with the development and implementation of standards. Assist with responding to international data requests, and provide administrative support.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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CLOSING DATE : 27 February 2026

POST 05/175 : **ASSISTANT DIRECTOR: HUMAN RIGHTS CITIZENSHIP AND GENDER EQUITY REF NO: DHET48/02/2026**
Branch: Planning Policy and Strategy
Chief Directorate: Social Inclusion And Quality

SALARY : R468 459 per annum (Level 09)

CENTRE Pretoria

REQUIREMENTS : An appropriate undergraduate Degree/ National Diploma (NQF 6) in Social Science or relevant qualification. A minimum of three (3) years' experience in working with transformation issues with regard to gender, HIV and AIDS and rural development as at a supervisory level. Must have experience in some issues of social inclusion (equity, race, class, gender, disability, youth development, religion, culture, substance abuse and HIV/AIDS) – in particular, gender equality and gender-based violence in the Post-School Education and Training system. Must possess broad knowledge and understanding of issues of social inclusion in the Post-School Education and Training (PSET) sector. Experience in the facilitation of workshops, presentations, conducting research and analysis, and report writing are essential for this post. Must have a valid driver's license and be prepared to travel alone where required. The incumbent must be computer literate, with strong communication skills, both oral and written have knowledge of the Constitution of the RSA, Higher Education and Training Legislation and Policies, as well as government policies and

programmes pertaining to gender equality, GBVF and HIV and AIDS. Knowledge of national, regional and international gender and development, GBVF, and HIV & AIDS protocols, conventions and agreements is essential. Conceptualising skills, knowledge about the PSET system and how it operates, and the ability to reframe and reflect. A valid driver's licence.

DUTIES : Analyse data on women in key disciplines such as engineering, mathematics, science, technology, and post-graduate studies and include these in the Annual Social Inclusion Report. Provide support to the Department and institutions on Social Inclusion matters, as well as promote equal opportunities and fair treatment through the elimination of unfair discrimination in relation to sexual orientation, gender, belief, disability, birth, religion, pregnancy, marital status, family responsibility, age, political opinion and HIV & AIDS status. Key to this post is the advancement of women and promotion of socio-economic empowerment programmes. Facilitate the development, co-ordination, implementation, and review of programmes and projects aimed at achieving the gender transformation goals of the post-school education and training (PSET) system. Respond to Government's legislation and policies on equality, transformation and empowerment as well as international and regional obligations with regards to vulnerable groups. Provide advice on issues of gender, HIV and AIDS to the Department through speeches, briefing notes, recommendations and input into documents. Monitor the implementation of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, the Domestic Violence Act, the Policy on the Prevention and Elimination of Harassment and Violence in the Public Service World of Work, and any policy or legislation aimed at eliminating sexual and GBVF, and its implications for the PSET institutions for reporting purposes. Monitor progress regarding the implementation of obligations emanating from regional and international protocols and conventions and contribute to the departmental and country reports. Conduct research, analyse data and write reports. Coordinate and provide support for the observance of the Calendar of Significant Days.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

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

posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE : 27 February 2026

POST 05/176 : **ASSISTANT DIRECTOR: MIDDLE EASTERN PARTNERSHIPS REF NO: DHET49/02/2026**
Branch: Planning Policy and Strategy
Directorate: Africa and Middle Eastern Partnership

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate undergraduate Degree/ National Diploma (NQF 6) in International Relations/ Developmental Studies/ Public Management or related qualifications. A minimum of three (3) years' supervisory experience in the conduct of international relations. Understanding of South Africa's foreign policy. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times. A valid driver's license.

DUTIES : The appointee will report to a Deputy Director and be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels in Africa and/or the Middle East; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in Africa and/or the Middle East in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply

NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement,

disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE : 27 February 2026

POST 05/177 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DHET50/02/2026**
Branch: Community Education and Training
Western Cape Cet College

SALARY : R468 459 per annum (Level 09)
CENTRE : Bellville
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Human Resource Management/ Development or a related qualification. PERSAL certificates will be an added advantage. A minimum of three (3) years of relevant supervisory experience in Human Resource Management environment. Knowledge of the Continuing Education Act, (CET Act), Public Service Regulations, Public Service Act and knowledge of Human Resource legislations and policies. Extensive knowledge and experience of conditions of service, employee benefits, recruitment and selection processes, and staff establishment. Knowledge of Human Resources Development, Performance Management and Development Procedures, Public Service Employee Wellness Programs. A good understanding of Labour Legislation, policy and procedures applicable to the Public Service. Extensive knowledge of PERSAL systems. Planning, organising, report writing, facilitation and presentation skills. Good interpersonal verbal and written communication skills. Computer skills. A valid drivers license.

DUTIES : Manage human capital within the college. Development and ensure implementation of Human Resource Strategy and policies. Manage and coordinate the implementation of Human Resource Management functions within the College, including recruitment and selection, conditions of service, performance management, leave administration and staff establishment. Manage Human Resources Development programmes and staff training interventions. Ensure compliance with HR legislative frameworks and departmental guidelines. Provide strategic HR advice and support management and staff. Supervise and develop HR staff to ensure high performance and effective service delivery. Prepare HR reports and maintain accurate HR records. Promote sound Labour practices and foster a positive organisational culture within the College. Introduce programmes in support of employee health and wellness services within College. Draft and manage the Human Resources budget.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply

NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates

for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE : 27 February 2026

POST 05/178 : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND SERVICE DELIVERY REF NO: DHET51/02/2026 (X2 POSTS)**
Branch: Corporate Service
Directorate: Human Resource Management and Development
This post is being re-advertised and candidates who previously may re-apply.

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate undergraduate Degree/ National Diploma (NQF 6) in Industrial Psychology/ Management Services/ Human Resource Management / Public Management/ Operations Management or relevant qualifications. A minimum of three (3) years' supervisory experience in change management or organizational development or Human Resource environment. Knowledge and understanding of organisational culture and human behaviour, Management of resources, Knowledge of policies/ implementation strategies, Knowledge of Change/Transformation Legislation/Directives, Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally, Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity, Computer skills, Project Management skills.

DUTIES : Facilitate the development and implementation of Change Management strategies/ approach/ plans and methodologies for the projects. Facilitate the development of organizational culture strategy, climate surveys and teams. Develop and Monitor project teams to integrate Change Management activities into overall project plans. Facilitate the implementation and delivery of Operation Management Framework. Monitor Organisation Functionality Assessment projects in the Department. Facilitate the implementation of Batho Pele principles programmes in the Department. Facilitate in mapping all processes in the Department and compile Standard Operating Procedure thereof. Facilitate the development of Service Delivery Improvement plan and Service Delivery Model for the Department. Facilitate the development of Service Charter for the Department. Monitor the provision of general support services to the component and manage all Human, financial and other resources of the unit.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply

NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's

responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE : 27 February 2026

POST 05/179 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DHET52/02/2026**
Gauteng/ Free State Regional Office

SALARY : R468 459 per annum (Level 09)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF level 6) in Human Resource Management/ Public Administration or related qualification. A minimum of three (3) years' supervisory experience in Human Resource Administration and office management environment. Knowledge of Public Service Act, Employment of Educators Act, and Labour Relations Act, Must be able to understand and interpret prescripts and policies, Must have leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license and willingness to travel. A valid driver's license.
DUTIES : Establish and implement effective records and document management system in the office of the Region. Provide human resource administration services. Administer the provisioning of human resource development services. Administer employee wellness programmes in the Region. Provide advice, guidance and inputs to policies. Manage the resources in the office of the Regional Office: physical, financial and Human Resource. Establish and implement effective decision and submission tracking systems, Follow up and collate progress reports on the implementation of the resolutions/decisions of all the forums coordinated from the office of the Regional Office and Coordinate reports/presentations to all forums attended by the office of the Regional Office.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's

responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE : 27 February 2026

POST 05/180 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DHET53/02/2026**
Branch: Corporate Service
Directorate: Human Resource Management And Administration

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate undergraduate Degree/ National Diploma (NQF 6) in Human Resource Management or related qualification. A minimum of three (3) years' supervisory experience in human resource management. Knowledge and interpretation of applicable Public Service Legislation and policies. Knowledge of PERSAL, Must have leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license and willingness to travel.
DUTIES : Providing an effective and efficient Recruitment and Human Resource Administration services, Coordinate, supervise and facilitate effective, recruitment shortlisting and interviewing of competent human resource and ensure compliance with all the relevant legislation and policy framework. Co-ordinate the implementation of policies and presentation of information sessions on Recruitment and Selection. Render a human resource advisory service to the management on recruitment and selection Ensure the promotion of effective human resource management. Manage the inflow of appointment documents and timeous capturing of new appointments on PERSAL System Co-ordinate and conduct high level investigations of human resource related problems and advice management thereon. Management of Human Resources which include, inter alia (Training, mentoring, development, performance management, and work allocation). Effective management of staff. Drafting of advertisements and development of policies. Management of the recruitment and selection database. Render a human resource advisory services to line managers on recruitment and selection.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other

document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/181 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT / DEVELOPMENT REF NO: VTVET04/2026 (X1 POST)**
(Permanent)

SALARY : R468 459 per annum (Level 09)
CENTRE : Vhembe TVET College
REQUIREMENTS : National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in Management/Administration of Human Resource / Human Resource Management/Development or relevant qualification in HRM/D. Valid driver's license. PERSAL Certificate, Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge and experience of PERSAL on HRM and /or HRD might serve as an added advantage.
DUTIES : Implement and Manage Administration of Human Resource Management and development activities at college level ensure adherence and compliance to Human Resource Management, development and Administration Policies, managing conditions of services (Leave, Housing, Medical Aid, Injury on duty, long service recognition, overtime, relocation, retirement, pensions, transfers, allowances etc.). manage the recruitment and selection processes as per departmental delegation (advertisement, shortlisting, interviews, security vetting, reference check, verification of qualifications) are coordinated within the stipulated timelines. Manage HR personnel records. Manage Human Resource Development services by rendering bursary administration, internship and Work Integrated (administration of staff Bursary services) Learning (WIL). Conduct Induction for the newly appointed staff. Coordinate and facilitate the training interventions. Develop and implement Workplace Skills Plan (WSP). Administer Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS). Coordinate and facilitate organizational development services by designing, reviewing, and implementing the College's organizational Structure. facilitate the development of Job Descriptions. Coordinate Job Evaluation of posts and submit to the department. Conduct work-study and business process re-engineering and facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning

(HRP) and Employment Equity (EE) services by developing, coordinating, implementing, monitoring and reviewing the college HR Plan. Develop, coordinate, implement, monitor and review the college EE Plan. Provide reports on HR and EE plan management and relevant structures. Provide Employee Health and Wellness (EHW) services through implementation of wellness programs for the college. coordinate and manage HIV, AIDS, STI and TB services. Coordinate and manage health productivity programs. Develop and implement Human Resource related policies and manuals. Manage human, financial and other resources in the section.

ENQUIRIES : All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M at Tel No: (015) 963 7070 /7066/7095 respectively.

APPLICATIONS : Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970.Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA

CLOSING DATE : 02 March 2026 at 16:30

NOTE : Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

POST 05/182 : **WEB DEVELOPER REF NO: VTVET05/2026 (X1 POST)**
(Permanent)

SALARY : R397 116 per annum (Level 08)

CENTRE : Vhembe TVET College

REQUIREMENTS : National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in information technology or any related qualification, preferably majoring in Web Development, Three years' relevant experience. Understanding of website design and administration. Strong analytical and problem-solving skills. Good verbal and written communication skills. Proficient in markup and other programming languages including JAVA, PHP, HTML, Understanding of MS Office Suite, Photoshop and other related Software.

DUTIES : Designing user interfaces and navigation menus. Manages internet and/or intranet infrastructure. Reviews web content, links, and design; provides necessary updates and enhancements in a timely manner. Integrating multimedia content onto a site. Testing web applications. Troubleshooting problems with performance or user experience. Performs other related duties as assigned.

ENQUIRIES : All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively.

APPLICATIONS : Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970.Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA

CLOSING DATE : 02 March 2026 at 16:30

NOTE	:	Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.
POST 05/183	:	**SENIOR LABOUR RELATIONS OFFICER REF NO: VTVET06/2026 (X1 POST)** (Permanent)
SALARY	:	R397 116 per annum (Level 08)
CENTRE	:	Vhembe TVET College
REQUIREMENTS	:	National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in Labour Relations, Employment Relations/Human Resource Management or equivalent qualification. At least 3 years in Labour Relations or Human Resource Management environment or related field. Must be computer literate and a valid driver's license. Good verbal and written communication skills, including presentation and report writing skills. Ability to work under pressure, meet deadlines and maintain confidentiality. Ability to work independently and in a team with good report writing skills. Added advantages: PERSAL Certificate, Knowledge of Labour Relations Act, Public Services legislations, Knowledge of implementing PSCBC and GPSSBC resolutions Knowledge and understanding of bargaining process, grievance and dispute resolutions process Sound knowledge of Labour Relation Statutes Sound knowledge of International Labour Organization (ILO) Knowledge and understanding of the TVET/ CET Administration Knowledge and understanding of the Higher Education sector.
DUTIES	:	The incumbent will be responsible for: Ensuring overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes Ensure overall supervision and proper implementation of misconduct case processes. Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes. Ensure overall supervision and sound employment relationships. Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining. Facilitation of training for all staff with regards to labour relations issues.
ENQUIRIES	:	All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively.
APPLICATIONS	:	Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970.Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA
CLOSING DATE	:	02 March 2026 at 16:30.
NOTE	:	Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a

detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

POST 05/184 : **CHIEF PERSONNEL OFFICER REF NO: VTVET07/2026 (X1 POST)**
(Permanent)

SALARY : R397 116 per annum (Level 08)
CENTRE : Vhembe TVET College
REQUIREMENTS : National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in Human Resource Management. At least 3 years' Experience in Human Resource Management. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g., Public Service Act, Regulations), and Human Resource Management policies and directives. Ability to interpret and apply policies.
DUTIES : Implementation of Recruitment and Selection policy and procedure. Provide Human Resource technical support during shortlisting and interview process. facilitate the verification process, Draft submissions and compile post files. capture appointments / transfers / promotions/ terminations. Ensure that employees' files are properly secured and safely stored at all times. Implementation and monitor compliance in relation to appointment and personnel processes within the department. Verify and approve transactions on the PERSAL System. Ensuring correct implementation and capturing of appointments, promotions and transfers on the PERSAL System. Preparing for periodic management and statistical reports as required. Supervise and manage. Administering all conditions of Service pertaining to service terminations, pension administration, housing, Leave Administration and recognition of long service. Implement and ensure quality in relation to the standard of the HR Administration work before submission to DHET. Approve transaction on PERSAL. Attend to internal and external transfers. Attend to routine Enquiries and queries. Update personnel information on the system. File personnel data, policies, regulations and circulars. Providing monthly and quarterly report. Perform leave Audits, retrieve and submit documents for audit requests. Handle all personnel enquiries and correspondence.
ENQUIRIES : All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively.
APPLICATIONS : Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970.Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA
CLOSING DATE : 02 March 2026 at 16:30.
NOTE : Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in

relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

POST 05/185 : **SENIOR PRACTITIONER REF NO: DHET54/02/2026 (X2 POSTS)**
Branch: Corporate Service
Directorate: Human Resource Management and Development
Sub-Directorate: Change Management and Service Delivery Improvement
This post is being re-advertised and candidates who previously may re-apply.

SALARY : R397 116 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Degree / National Diploma in Industrial Psychology/ Organizational Development/ Human Resource Management/ Public Management or relevant qualification. A minimum of two (2) years' experience in Change Management/ Organizational Development/ Transformation environment. Knowledge and skills Knowledge and understanding of organizational culture and human behaviour, Management of resources, Knowledge of policies/ implementation strategies. Knowledge of Change/Transformation Legislation/ Directives. Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally. Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity. Computer skills. Project Management skills.
DUTIES : Provide support in the development of change management initiatives e.g. organizational culture. Participate in project teams to integrate change management activities into the overall project plans. Provide support in the implementation of Organizational Functionality Assessment. Provide support in the implementation and delivery of Operations Management Framework in the Department. Provide support in the implementation of Batho Pele principles programmes in the Department. Participate and provide support in the development of Business process mapping and Service Delivery Model for the Department. Participate and provide support in the development of Service Delivery Improvement plan for the Department. Participate and provide support in the development of Service Charter for the Department. Participate and provide support in the development of Standard Operating Procedures and Service Standards for the Department. Render general administrative support to the unit.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference.

All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/186 : **SENIOR TRAINING PRACTITIONER REF NO: DHET55/02/2026 (X3 POSTS)**
Branch: Corporate Service
Directorate: Human Resource Development

SALARY : R397 116 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Public Administration/ Human Resource Management/ Management of Training/ Public Administration/ Human Resource Development/ Industrial Psychology or relevant qualification. A minimum of two (2) years of experience in Human Resource Development environment. Knowledge and understanding of Public Service Sector, Public Service Regulation, Skills Development Act and other related policies and procedures. Good report writing skills, analytical skills, basic research skills, good interpersonal skills, computer skills, planning and organizing skills, team leadership, presentation and facilitation skills. Ability to interpret human resource legislation and policies with practical experience and knowledge of human resource practices and systems. Must be professional, committed and client oriented attitudes.
DUTIES : Develop the Workplace Skills Plan (WSP) and Annual Training Report (ATR). Coordinate the implementation of youth development programmes, Department bursary scheme and RIQ, skills programmes and the inductions programme. Facilitate the submission of quarterly performance assessments. Collect and collate data for Quarterly Monitoring Report for submission to stakeholders and Public Sector Education and Training Authority (PSETA), Monitoring the implementation of Workplace Skills Plan through reports to other stakeholders. Coordinate up-skilling programmes and Accelerated Development Programmes. Supervise the staff and manage the development and performance of the staff. Monitor the development and compiling of Annual Training Report. Monitor the development and implementation of an integrated Workplace Skills Plan (WSP). Monitor the coordination and implementation of BB2E and Induction Programmes. Monitor coordination and Implementation of the Youth Development Programmes. Monitor the implementation of the Departmental Bursary Scheme and Recognition of Improved Qualification.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos

are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/187 : **SENIOR LABOUR RELATIONS OFFICER REF NO: DHET56/02/2026**
Branch: Corporate Services
Directorate: Collective Bargaining

SALARY : R397 116 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Human Resource Management/ Labour Relations or relevant qualification. A minimum of two (2) years of experience in collective bargaining/ labour relations/ employee relation environment. Knowledge of LRA, BCEA, PSA, PSR, CET Act, and CET Amendment Act, Higher Education sector and relevant public service regulations and policies. Sound knowledge of relevant PSCBC, ELRC and GPSSBC collective agreements, disciplinary codes in the public service, dispute resolution rules, strategies and related matters. Understanding of the Public Service reporting procedures, good report writing, communication, negotiation, sound interpersonal and conflict resolution skills. Innovative and creative thinker. Must be willing to travel, work in a team and work under pressure. Computer literacy. Willingness to travel and a valid driver's license.
DUTIES : Maintain labour peace and promote sound relations between employer and employees. Represent and support the Department at the PSCBS, ELRC and GPSSBC bargaining councils meetings. Ensure Labour Relations related to policy development and implementation. Supervise, monitor and evaluate compliance with collective agreements, policies and relevant legislation. Render advisory service to all Institutional management and employees regarding labour relations matters. Provide labour relations support to Regional Offices and Colleges. Facilitate capacity building to management and employees on all labour relations and labour law matters. Manage Industrial action (strike) and dispute resolutions. Assist with managing the relationship with trade unions. Represent the Department and Colleges at the Bargaining councils dispute resolution meetings. Perform routine administrative duties of the directorate including travel arrangements, accommodation bookings, procurement and preparing meetings and minutes. Perform any other task as may be required from time to time. Draft submission and memos. Support the management of projects in the Directorate. Act as a secretariat to various forums hosted by the Directorate.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

CLOSING DATE : 27 February 2026

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

POST 05/188 : **SENIOR LABOUR RELATION PRACTITIONER REF NO: DHET57/02/2026**
Branch: Corporate Service
Directorate: Grievance Disputes And Misconduct Management

SALARY : R397 116 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Labour Relation Management/ Human Resource Management or related qualification. A minimum of two (2) years' relevant experience in Labour Relations. Knowledge: Labour Relations Act; Basic Conditions of Employment Act; Public Service Act; Employment Equity Act; Public Service Regulations; Human Resources Management Policies; Public Service Co-ordinating Bargaining Council's Resolutions; Collective bargaining agreements; Public Service Commission; Policy / guidelines formulation; Public Finance Management Act. Shortlisted candidates will undergo a labour technical test. Skills: Management; Problem solving; Planning and Organising; Leadership; Interpretation of legislations / policies; Budgeting / Financial; Negotiating; Verbal and Written Communication; Presentation; Computer literacy (Microsoft Package); Interpersonal relations; Statistical Analysis and Reporting; Project management. A valid driver's licence.

DUTIES : Investigate misconduct cases and compile investigation reports. Represent the Department during formal disciplinary hearing, provide advice on informal disciplinary hearing and ensure the implementation of disciplinary sanctions. Investigate and finalise all grievances and complaints received from employees of the Department. Coordinate and provide support by representing Department in all disputes referred to General Public Service Sectoral Bargaining Council / Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records

of all labour relations activities. Manage resources. Monitor grievances and provide trend analysis quarterly. Render advisory services to management and employees on all labour relation smatters. Facilitate training labour relations matters. Ensure compliance with capturing of labour related cases on PERSAL. Supervision of employees.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

CLOSING DATE : 27 February 2026

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

POST 05/189 : **SENIOR INFORMATION SECURITY REF NO: DHET58/02/2026 (X2 POSTS)**
Branch: Corporate Service
Directorate: Government Information Technology (GITO)

SALARY : R397 116 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Information Security/ Information Technology or related qualification. CompTIA Security+/ Certified Information Systems Security Professional (CISSP)/ Certified Information Systems Auditor (CISA)/ Information/ Cybersecurity international certificate will be an added advantage. A minimum of two (2) years' relevant experience in Information Security environment. Proven working experience on Security technologies such as Wazuh Siem or SIEM technologies, Trend Micro Vision One, Quarly's, CATS Serive Management, 0365 Security, Identity and Access Management (IAM), Public Key Infrastructure (PKI) VPNra and Information Security Awareness. Knowledge of IS027001/2:2013.

DUTIES : Administration and Operations of the Department's Managed Security Services infrastructure, which includes both Endpoint and Perimeter Security. Manage the process of vulnerability assessments within the Department. Continuous Threat Management, resolve identified issues as per the Department's audit action plan. Implement and manage an effective Patch Management Process

to ensure compliance with the Department's IT Systems. Implementation of information security policies on the department's ICT infrastructure. Perform penetration testing on the Department's IT Systems. VPNra Administration, User Access Management.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

CLOSING DATE : 27 February 2026

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

POST 05/190 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET59/02/2026**
Branch: Policy Planning and Strategy
Chief Directorate: Social Inclusion and Equity

SALARY : R397 116 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in office administration or related qualification. A minimum of two (2) years' relevant experience in rendering support services to Senior Management. Good knowledge and understanding of the Public Finance Management Act (PFMA) and the relevant legislation/policies/prescripts and procedures in government. Excellent knowledge of and extensive experience in financial management, office administration, risk management, procurement processes and report writing is required. Ability to develop and maintain positive relationships with stakeholders, both internal and external. Demonstrated knowledge and understanding of Social Inclusion and Equity in the Post-School Education and Training System. Excellent language and communications (written and verbal) skills; interpersonal skills; administrative skills; computer skills; and the ability to do research, analyse data and write reports on social inclusion issues is required. Experience in organising, presenting and conducting workshops. Experience in fulfilling secretariat functions for committees is an advantage. A valid drivers' licence and the ability to travel is essential.

DUTIES : Perform financial administration duties including consolidating monthly cash flow statements for the Directorate and developing reports, coordinating the MTEF processes for the Directorate, and providing support in recording and monitoring the Directorate's projects and spending. Rendering office administration support to the Directorate including developing and maintaining a records management and tracing system for the Directorate, managing electronic and manual record keeping systems for the Directorate, providing support to the Directorate in producing reports, and keeping track of decisions in the Directorate and Chief Directorate and verifying the implementation of decisions which were taken. Coordinating supply chain and procurement processes for the Directorate including supporting the timeous payments of invoices to suppliers, and coordinating travel arrangements for the Directorate. Demonstrate knowledge and have a good understanding of Social Inclusion and Equity in the Post-School Education and Training System, do research, analyse data and write reports on Social Inclusion and Equity issues. Organise, present and conduct workshops on Social Inclusion and Equity issues and prepare workshop reports. Manage assets for the Directorate including all procured assets according to the asset management policy and manage resources of the Directorate effectively and efficiently. Persons with disabilities are encouraged to apply.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

CLOSING DATE : 27 February 2026

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POST 05/191 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET60/02/2026**
Branch: University Education
Chief Directorate: Higher Education Policy Development And Research

SALARY : R397 116 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS	:	An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) qualification in Public Administration / Office Management or related qualification. A minimum of two (2) years' relevant experience in project management, a working knowledge of the higher education environment and must be able to think strategically and communicate well (written and verbal) with relevant stakeholders. The candidate must have strong computer skills (MS Word, Excel and PowerPoint). The appropriate candidate will have experience in financial management systems; office management; workflow coordination; events and project management; management of monthly cash flow statements, and procurement policies and practices.
DUTIES	:	To provide effective, efficient and professional administrative support to the services to the Chief Directorate. Provide administrative support to the projects in the Chief Directorate. Process quality assure submissions and reports from the Chief Directorate. Provide financial administrative support. Provide general administrative and logistics support. Managing the MTEF budget process and monthly cash flow statement for the Chief Directorate; provide administrative, logistical and financial support to the Chief Directorate; provide general office support, including filing, tracking and processing of documents and correspondence; Compile, manage and update monthly, quarterly and annual financial and progress reports; compile and distribute accurate minutes of meetings; Prepare submissions; Coordinate work flow and manage progress reports in the Chief Directorate and assume secretarial functions when required.
ENQUIRIES	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE	:	27 February 2026
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POST 05/192	:	**SENIOR ADMINISTRATIVE OFFICER REF NO: DHET61/02/2026** Branch: Technical and Vocational Education and Training Directorate: Examinations Management and Monitoring

SALARY : R397 116 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Public Management or related qualification. A minimum of two (2) years of experience in administration environment. Knowledge of Winet System, PFMA, Treasury Regulations and PPP Framework. Good report writing and communication skills. Computer literate. Be able to work independent and in a team.
DUTIES : To provide administrative support to the Chief Directorate and TVET and CET examination centres, by procuring and distribution of examination materials and registration of centres. Site inspection, registration of examination centre numbers and monitoring of examinations. Supervision and coordination of procurement and provisioning of external examinations stationery. Manage and coordinate concessions for all examinations in nine provinces. Human Resources Management and leave controls (Social responsibility, training and development).
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
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POST 05/193 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET62/02/2026**
Branch: Skills Development
Directorate: Seta Support and Learnership
Sub-Directorate: Occupational Quality Institutional Planning And Support

SALARY : R397 116 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Public Management/ Administration/ Social Sciences or relevant qualification. A minimum of two (2) years' relevant experience. A minimum of experience in rendering secretariat and administration support for senior management. Good interpersonal and communication skills to interface with people from various

backgrounds and skills development stakeholders. Reasonable experience in using computer applications in office management including MS Word, Excel, PowerPoint and Outlook. Good organizational, secretarial, administration, events and project management skills. Excellent report, minute writing skills and knowledge of Batho Pele principles.

DUTIES : Render secretarial and administrative support in the National Skills Authority Chief Directorate. Provide secretariat support for Directorates meetings. Coordinate NSA events and projects. Maintain electronic and manual records, keeping system for Directorate meetings. Prepare documentation for NSA meetings and events. Provide support for NSA projects, and assist in coordination of research studies to enable the NSA to fulfil its advisory role. Provide administrative support during the development of NSA reports. Any other work as directed by the Director/ Executive Officer of the NSA.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/194 : **SENIOR STATE ACCOUNTANT REF NO: DHET63/02/2026**
Branch: Skills Development
Directorate: Indlela
Unit: Indlela HRM Support

SALARY : R397 116 per annum (Level 08)

CENTRE : Olifantsfontein

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Accounting /Financial Management or related qualification. Bachelor's degree would be an added advantage. A minimum of two (2) years' relevant experience. Knowledge: Knowledge of PFMA and Treasury Regulations. Good governance in the utilization of Petty Cash. Good knowledge of the BAS system. Knowledge of Departmental claims. Basic accounting System and SCOA Training. Skills: Computer literacy (MS Word, Excel, Power Point).

Financial Management skills. Interpersonal skills. Report writing, planning and organizing, verbal and written communication, problem solving and supervisory skills.

DUTIES : Manage and control Budget and Expenditure for Voted Funds, Project funded by National Skills Fund (NSF); National Artisan Moderating Body (NAMB); Artisan Development (AD) and Artisan Recognition of Prior Learning (ARPL). Implement internal control measures to ensure compliance to PFMA and Treasury Regulations. Ensure good governance in the utilization of Petty Cash. Compile Medium Term Expenditure (MTEF); Estimates on National Expenditure (ENE) and Projections. Collate and compile Demand Management Plan. Monitor and reconcile Revenue Income Trade Test Fees as well as Hostel Accommodation and Meals. Authorize all BAS receipts and banking on BAS system. Check all T&S claims, Voted and NSF Funds. Reconcile and compile Sundry payments for Fleet Vehicles and Nashua. Ensure compliance to all relevant policies. Manage staff Performance Agreements, Work Plans and Assessments.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/195 : **LIASON OFFICER: CORPORATE MANAGEMENT SERVICES REF NO: DHET64/02/2026**
Branch: Technical and Vocational Education Training
Northern and Western Cape Regional Office

SALARY : R397 116 per annum (Level 08)

CENTRE : Cape Town

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Public Management/ Communications/ Public Relations or related qualification. A minimum of two (2) years of working experience as a Liaison Officer in the

Public or private sector. Knowledge of public service legislation, regulations, and policies, PFMA, knowledge of drafting media statements, knowledge of Public Relations, Communication, and protocol, Communication Skills (written, presentation, verbal, and listening), Confidentiality and Code of Ethics, Interpersonal relations skills, Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, Report writing skills, Computer literacy in Microsoft Word, Excel, PowerPoint, and Outlook. And be prepared to work extended hours. A valid driver's license.

DUTIES : Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the Western and Northern Cape Region. Overall coordination and monitoring of the ongoing activities within the Regional Office, CET, and TVET Colleges. Assist and Support with the establishment and implementation of Partnerships. Consolidate and prepare all relevant reports, submissions, and memos. Provide professional support to the Region regarding media questions. Liaise with media on behalf of the Region matters affecting the public. Advise the Region on media-related matters. Facilitate and coordinate the design of publication and production material for the Region. Review and Analyse policies. Perform other duties as requested by the Regional Manager.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/196 : **LABOUR RELATION OFFICER REF NO: DHET65/02/2026**
Branch: Corporate Service
Directorate: Grievance Disputes and Misconduct Management

SALARY : R325 101 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Labour Law/ Industrial Relations or a related qualification. A minimum of one (1) year

functional experience in the Labour Relations portfolio environment. Sound knowledge of labour legislation and prescripts. Demonstrable experience in project management and LR processes. Be prepare to work beyond the normal working hours when the need arise. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Must be computer literate (MS Word, MS Excel, MS PowerPoint and Outlook). Excellent good communication skills, both written and verbal. Strategic thinking and meticulous record keeping as well as valid light vehicle driver's licence.

DUTIES : Assist in the facilitation of the resolution of grievances. Investigate misconduct cases. Co-ordinate departmental disciplinary hearings. Represent the Department in dispute resolution processes e.g. at Bargaining Council or CCMA. Advise line managers and employees on labour relations matters. Compile submissions and or reports on grievances disciplinary, appeals, precautionary suspensions and disputes matters. Administer the case management system. Compile Labour Relations statistical report & submit to DPSA and or OPSC and Executive Management. Arranging meetings and taking minutes during the meetings. Arrange Labour Relations workshops & assist in conducting trainings. Capturing of labour related cases on PERSAL.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/197 : **LABOUR RELATIONS OFFICER REF NO: DHET66/02/2025**
Branch: Corporate Management Services
Chief Directorate: Human Resource Management and Development
Directorate: Collective Bargaining

SALARY : R325 101 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ National diploma (NQF Level 6) in Labour Relations or a related qualification. A minimum of one (1) year functional

experience in the Labour Relations environment. good analytical skills, conflict resolution, problem-solving and facilitation skills, verbal and written communication skills. Proven computer literacy including advanced MS Word, MS Excel and MS PowerPoint including writing and presentation skills. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : Collective Bargaining will be responsible to manage negotiation of employment for departmental employees in the Collective Bargaining Chamber. Maintain labour peace. Ensure staff commitment and productivity. Manage the collective bargaining chambers processes and administration.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/198 : **TRANSPORT OFFICER REF NO: DHET67/02/2026**
Branch: Corporate Management Services
Directorate: Facilities Management

SALARY : R325 101 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma in Transport Management/ Logistics/ Public Management or related qualification. A minimum of one (1) year experience in fleet management, transport management or logistics services environment. Recommendations: sound knowledge and understanding of pertinent policies related to PFMA, national Treasury Regulations, Government Motor transport Handbook Version 1 of 2019, the Subsidized Motor Transport Handbook, Version 1 of 2017 and Batho Pele Principles and Code of Conduct. Through knowledge and understanding of BAS. Excellent verbal and written communication skills, problem solving and analytical skills. Computer literacy, an ability to work in a team and independent. Ability to work effectively and efficiently under pressure. Clientele/

customer relation skills. Good interpersonal skills, decision making skills and presentation skills. A valid driver's license.

DUTIES : Ensuring day to day management and maintenance of fleet vehicles. Monitor daily kilometers before and after trips and ensure monthly closing of kilometers on the logbooks. Authorize trip itineraries/ trip authorization. Receive and certify invoices for processing of monthly payments. Maintain records of driver's licenses, trip authorization fines. Etc. Ensure service maintenance of vehicles. Redirect traffic fines. Pre and post inspections of vehicles. Quarterly inspections of subsidized vehicles and processing of new applications. Ensure compliance with the transport policies, processes and processes. Perform other related tasks as per supervisor's instructions and willingness to adapt to work schedule in accordance with office requirements. Ensure effective management of fleet and subsidized vehicles. Ensure adherence to prescripts/ policies and provide advice to all users.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/199 : **TRAINING PRACTITIONER REF NO: DHET68/02/2026**
Branch: Corporate Services
Directorate: Human Resource Development and Performance Management
Sub-Directorate: Human Resource Development

SALARY : R325 101 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree / Advanced Diploma (NQF Level 7) in Human Resource Management/ Development or related qualification. A minimum of one (1) year' relevant experience in Human Resource environment. Facilitation and presentation, coordination, problem solving, organizing, team building, conflict resolution, change/ diversity management, communication verbal and written, interpretation and analysis. Knowledge of

youth development regulations and directives. Knowledge of legislative frameworks governed by the Skills Development Act and other related policies and procedures. A valid driver's license.

DUTIES : Develop and compile the Workplace Skills Plan (WSP) and Annual Training Report (ATR), coordinate the implementation of the approved Workplace Skills Plan. Coordinate the induction programme of newly appointed officials and interns. Coordinate and administer the youth development programmes. Administer the departmental bursary scheme and Recognition of Improved Qualification.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/200 : **CALL CENTRE AND CLIENT SERVICES AND INTERNAL COMMUNICATION REF NO: DHET69/02/2026 (X2 POSTS)**
Branch: Corporate Services
Chief Directorate: Corporate Communication
Directorate: Internal Communications And Client Services

SALARY : R325 101 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 7) in Public Relations or related qualification. A minimum of one (1) year relevant experience in handling inbound and outbound calls. Proficient in English is essential and ability to speak at least three other official languages will be considered an additional advantage. Computer literacy including a good working knowledge of Microsoft Office package is also required. Excellent telephone etiquette. Excellent communication skills both written and verbal. Excellent interpersonal skills. Ability to take ownership of enquiries and queries. Self-motivated and disciplined. Good ethics. Excellent customer/ client orientation. Innovative and energetic.

DUTIES : Facilitate communication with stakeholders and the public and assist with the enquiries, queries and complaints that arise in situations and general challenges concerning Higher Education and Training. Respond to the efficiently and effectively. Inform clients by explaining procedures, answering questions and providing information concerning Department of Higher Education and Training services. Obtain client information by interviewing them and verifying information. Resolve enquiries/ queries by sharing accurate and adequate information. Handle Presidential Hotline enquiries. Strive to answer the caller in his/her own preferred to other units by following it up until it is finalized. Adhere to time frames. Maintain communication equipment by reporting problems. Maintain client service delivery standards at all information sharing points. Ensure customer satisfaction. Provide callers with services that exceed their expectations. Compile reports.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/201 : **IT TECHNICIAN REF NO: DHET70/02/2026**
Branch: Corporate Service
Chief Directorate: Information Technology and Business Systems Management
Sub Directorate: Information Technology Service Management and Support

SALARY : R325 101 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Information Technology (IT)/ Computer Science or related qualification. A minimum of one (1) year' relevant experience in IT environment. Experience in Software and hardware support. (Windows Microsoft). A+, ITIL v3 Foundation will be an added advantage. Knowledge of BAS (Desktop), PERSAL (Desktop), COLTECH (Desktop), MIS Systems, IT Hardware and Software, Full

comprehension of IT first and second line of IT support and effective customer relation. Understanding of Desktop Networking, IT Help Desk operation and Voice communication infrastructure and Program Installations. Good communication and interpersonal skills. Ability to prioritize and interpret ICT challenges to the users. Ability to interact with service providers and time management. Must be professional, client oriented and integrity values. A valid driver's license.

DUTIES : To provide technical Information and Communication Technology administration and support services at Head Office/ TVET/ CET/ Campuses. Assist in management of Service Desk and Desktop support function services. Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Implementation of IT services Desk policies. Perform backups information and anti-virus support and offsite storage. Perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Install, maintain, support telephone system and network. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Provide telephonic support. Provide network cabling. Perform PC installations and software installations. Provide technical support of the configuration, repair and replacement of computers, printers and telephones. Configuring mainframe applications (BAS, LOGIS & PERSAL). Troubleshooting of all issues reported. Provide support of data migration during computer setup. Rendering of IT information management services. Plan, develop and improve computer-based information systems. Maintain information management systems such as database to ensure integrity security of data. Gather and analyse users issues in ICT and provide solutions. Provide assistance on ICT related project activities.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/202 : **ETHICS OFFICER REF NO: DHET71/02/2026**
Branch: Office of The Director-General
Directorate: Ethics and Intergrity Management

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma in Public Management, Risk Management, Security Management, Human resource Management, Labour Relations, Internal Audit or any relevant equivalent qualification as recognized by SAQA 1-2 years' experience in Ethics and Integrity Management. Skills and Knowledge: knowledge of the relevant legislative frameworks governing the Public Service Acts (PSA), Public Service Regulations (PSR), Protected Disclosures Act (PDA), Prevention and Combating of Corrupt Activities Act (PRECCA) and Labour Relations Act (LRA) as well as relevant directives, determinations and guidelines. Skills: good communication skills (written and verbal), attention to detail, report writing, problem solving, computer literacy, communication and interpersonal, facilitation, planning and organising.
DUTIES : Facilitate training, workshops and awareness on ethics and integrity management, Foster management and employee awareness of the public service's and the department's standards on ethical behaviour, as established in the Code of Conduct, Ensure the processes and systems relating to considering requests to perform other remunerative work (ORW), Raise awareness around matters such as the prohibition on employees in conducting business with the state, Assist with conducting lifestyle audits, advise employees and raise awareness on ethical matters, including potential or actual conflicts of interest, ensure facilitation of the financial disclosure system and the declaration of gifts, assist in undertaking analytical work and prepare a variety of reports and communications, including regular communications to all employees and management on ethics matters.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
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POST 05/203 : **CHIEF ADMINISTRATIVE CLERK: ADMINISTRATIVE SERVICES REF NO: DHET72/02/2026**
(This post is being re-advertised and candidates who had previously applied may re-apply)
Branch: Office Of The Director-General
Chief Directorate: Executive Support And Administration Services
Sub-Directorate: Administrative Services

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ National diploma (NQF Level 6) in Public Administration/ Administration or a related qualification will be an added advantage. One (1) year relevant experience in clerical/ administrative work. Knowledge of clerical duties; ability to capture data; computer literacy and the use of the following computer applications: MS Word, Excel, PowerPoint, and Outlook; collecting statistics; the legislative framework governing the Public Service and knowledge of procedures in terms of the working environment. Communication skills, client orientation and customer focus, accountability, ethical conduct, and report writing skills.
DUTIES : The incumbent will be responsible for the supervision of overall general administration in the office of the Director-General. General clerical support services include recording, organizing, storing, capturing and retrieving correspondence and data; updating register statistics; handling routine enquiries; making photocopies handling submissions and receiving or sending facsimiles; distributing documents/ packages to various stakeholders as required; keeping and maintaining the filing system for the component; typing letters and/ or other correspondence When required; keeping and maintaining the incoming and outgoing document register of the component. Supply chain clerical support services include liaising with external and internal stakeholders in relation to the procurement of goods and services, obtaining quotations, completing procurement forms for the purchasing of standard office items and stock control of office stationery. Keeping and maintaining the asset register of the component. Personnel administration includes maintaining a leave register and attendance register for the component and arranging travelling and accommodation. Financial administration includes capturing and updating expenditures, checking the correctness of subsistence and travel claims and handling telephone accounts and petty cash for the component. Supervise human resources including allocation and ensuring quality of work; personnel development; assessed staff performance and apply discipline.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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POST 05/204 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: INTERNATIONAL RELATIONS REF NO: DHET73/02/2026**
Branch: Planning, Policy and Strategy
Chief Directorate: International Relations

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's/ national diploma (NQF level 6) In Office Management/ Administration or a related qualification. A minimum of One (1) year of relevant experience in rendering administrative and secretarial support to the Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. Basic and background knowledge of international Relations, diplomatic relations and etiquette, higher education and training legislation, policies, prescript and procedures. Sound knowledge of Public Financial Management Act, Government domestic and international travel policies. Reasonable experience in using computer applications MS Word, Excel, Power Point, and Outlook. Good Organizational and basic events management skills.
DUTIES : Perform scheduling activities, coordinate the Chief Director's diary and schedule meetings and engagements both internally and externally and domestically and internationally. Coordinate the Chief Director's travel and logistical arrangements including flights, hotel bookings, visa and transfers, requisitions, and travel claims. Arrange meetings for the Chief Director's including venues and catering as required. Prepare meeting agendas and circulate them to the required people. Record, finalise, and distribute meeting minutes to the required people. Provide and distribute documentation packs to the meetings with the Chief Director. Answer all telephone calls courteously and with speed, performing screening and directing them to the relevant offices. Send emails and letters on behalf of the Chief Director. Maintain a database of any individuals and their contact details that the Chief Director may require to speak to, ensuring speedy connectivity. Liaise with external stakeholders as required for information and planning. File, register, and track all documentation. Priorities all correspondence timeously and finalise memos and letters before acquiring a signature from the Chief Director. Maintain and efficient filling and document control system for the Office of the Chief Director. Collect and coordinate the documents that relate to the Office of the Chief Director's budget. Participate as an active member of Directorate International Relations. Act professionally as the contact person of the Office of the Chief Director.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
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POST 05/205 : **STATE ACCOUNTANT: INSPECTORATE REF NO: DHET74/02/2026**
Branch: Chief Financial Officer
Directorate: Financial Services

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B. Com/ national diploma (NQF level 6) in Accounting/ Financial Management/ Auditing with accounting as a subject. A minimum of one (1) year experience in finance. In-depth knowledge of PERSAL and Basic Accounting System (BAS). Knowledge and understanding of the PFMA and Treasury Regulations, good communication (verbal and written) skills, computer literacy, problem-solving skills, planning and organizing skills, analytical skills, liaison skills, client orientation skills, financial management skills, presentation skills and customer care skills. Should be friendly, trustworthy, accuracy and confidence. Ability to work under pressure. Ability to work in a team and independently, assertiveness and self-starter.
DUTIES : To assist in the performance of the Inspectorate unit's functions in order to mitigate financial risk in the Department. Assist in the provision of financial training to officials of the Department. Checking of transactions of the Department. Update and review of all financial policies and procedures. Ensure the implementation of policies and procedures. Liaise with regional offices on financial matters. Assist in the performance of regular inspections to various sites of the Department. Requesting of BAS reports when required. Filing of claim related documents. Communications with (internal). Colleagues and officials of the department (both permanent and on contract). Communications with (external). Auditor-General.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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POST 05/206 : **STATE ACCOUNTANT: BUDGET AND CASH FLOW MANAGEMENT REF NO: DHET75/02/2026**
Branch: Chief Financial Officer
Directorate: Financial Services

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B. Com/ National Diploma (NQF level 6) with accounting as a subject. A minimum of one (1) year experience in budget environment. In-depth knowledge of the Basic Accounting System (BAS). In-depth knowledge of the requirements of the PFMA, Treasury Regulations, and budget-related policies and procedures; good interpersonal, communication, managerial, and numeracy skills; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). Accountability, integrity, reliability and teamwork value.
DUTIES : The role involves coordinating, reviewing, analysis and ensuring the department's budget preparation process, ensuring it is submitted to the National Treasury within prescribed timelines, captured on the Basis Accounting System and communicated to department management. Coordination and consolidation of MTEF, AENE, ENE, Virement, and Rollover inputs for the Department. Manage the capturing and maintenance of the budget for ENE, AENE, and Virement on Basic Accounting System (BAS). Assist in the compilation of the Appropriation statement for inclusion in the interim and annual financial statements. Assist with the cost of compensation of employee's budget and the completion of the Human Resource Budget Plan (HRBP). Requesting financial reports when required and filing budget documents. Communications with (internal): Liaising with managers on budget inputs and with colleagues on work to be done. Communications with (external): Officials from the National Treasury and other institutions.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified

documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/207 : **ADMINISTRATIVE OFFICER: LEVY GRANT REF NO: DHET76/02/2026**
Branch: Skills Development
Directorate: Seta Support And Learnership

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Public Administration/ Management/ Social Sciences/ Economics or related qualification. A minimum of one (1) year of experience in rendering administration functions with a Training and development environment. Knowledge of Department policies and procedures, skills Development Act, Skills Development Levies Act, Basic Conditions of Employment, Batho Pele Principles, Communication skills, excellent planning and organization skills. Ability to work collaboratively with a stakeholder. Computer literacy. A valid driver's license.
DUTIES : Responsible for assisting stakeholders with Inter-SETA transfer process. compile BAS payment for the 21 SETAS and National Skills Fund (NSF). Liaise with SETAs, South African Revenue Service (SARS) and other stakeholders on skills ley related matters, submissions, memos, reports and other official correspondence. Handle enquiries from various stakeholders within the PSETA system. Coordinate meetings and arrange the logistics timeously in preparation for the meetings. Arrange travelling and accommodation. Analyse and evaluate the Inter-SETA transfers applications. Safekeeping records of official documents. Performing other administrative duties as assigned by the Supervisor.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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CLOSING DATE : 27 February 2026
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responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/208 : **ADMINISTRATIVE OFFICER REF NO: DHET77/02/2026**
Branch: Skills Development
Office of The Deputy Director-General: Skills Development

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma in Public Management/ Administration, Social Sciences or relevant qualification. A minimum of one (1) year relevant experience in rendering administration duties secretariat and administration support for senior management. Good interpersonal and communication skills to interface with people from various backgrounds and skills development stakeholders. Reasonable experience in computer applications in office management including MS Word, Excel, PowerPoint and Outlook. Good organizational, administration and events coordination skills. Excellent report, minute writing skills and knowledge of Batho Pele principles.
DUTIES : Render administrative support to the Branch Coordinator in the Office of the Deputy Director-General; Assist in arrangement of Branch Meetings and provide reports/minutes timeously; Arrangement of Venues and all related logistic; Assist the Skills Branch in ensuring that internal and external events that require the participation of the Branch Provide are administered without fail; Compilation of all current and planned projects requested as and when there is an event; Get information related to SETAs Exhibitions (confirmation of their attendance, take stock of SETAs who have attended the events); Provide and update all information related to the event to the Skills Branch Stakeholders.; Ensure that the Branch Performance Management reports are efficiently administered, and deadlines are met. Capturing of Performance information received from the Chief Directorates in Lebelela System.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/209 : **ADMINISTRATIVE OFFICER: LEARNING PROGRAMME SUPPORT REF NO: DHET78/02/2026**
Branch: Skills Development
Directorate: Seta Support and Learnership

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate National Diploma (NQF 6) in Public Management, Administration, Social science, Human Resources Management, Socio economic science and Management, Training and Development or Equivalent qualification. A minimum of one (1) relevant work experience, work experience in the Post – School Education and Training Sector, will serve as an added advantage. Knowledge of Departmental policies, processes and procedures; Skills Development Act, Skills Development Levies Act, Workplace Based Learning Regulation, National Qualifications Framework, Basic Condition of employment, Batho-Pele principle. Good written and verbal communication skills, excellent planning and organising skills, ability to work collaboratively with all PSET stakeholders, Interpersonal and decision-making skills. Excellent computing skills including (MS Word, Excel and Microsoft outlook/e-mail), willing to travel, work extra hours and a valid driver's licence.
DUTIES : Evaluate applications for learnership registration, register compliant applications for learnership registration on the system, update all records related to learnership administration, print certificate of registered learnerships, provide guidance to Sector Education and Training Authorities (SETA)s regarding registration of learnerships, coordinate Sub-directorate meetings and workshops pertaining learnership registration and OFO. Analyse Organising Framework for Occupation (OFO) inputs received from SETA, provide advice on the OFO input that do not comply with OFO guideline, assist with information required to compile report and submission on the approval of the updated OFO version, disseminate OFO to SETAs and stakeholders, coordinate logistical arrangements of OFO Task Team meeting and perform secretariat function, coordinate Sub-directorate meetings with internal and external stakeholder, respond to all queries related to learnership and OFO, conduct investigation on learnerships/skills programmes matters, provide support to SETAs in terms of implementation of leaning programmes, draft memos, letter, report, submissions.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026

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POST 05/210 : **ADMINISTRATIVE OFFICER REF NO: DHET79/02/2026**
Branch: Chief Financial Officer
Chief Directorate: Supply Chain and Asset Management
Sub Directorate: Compliance

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Accounting/ Auditing /Compliance or relevant qualification. A minimum of one (1) year' relevant experience in Risk Management, Internal Audit, Compliance or Accounting environment. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management Regulations and Preferential Procurement Policy Framework Act (PPPFA). Good planning and organisational skills. Good communication (verbal and written) skills. Ability to write reports. Candidate must be able to work in a team and independently, and to work under pressure. Assertiveness, self-starter and good computer literacy (MS Excel and MS Word).
DUTIES : To assist with the effective compliance with the legislation and legislative mandate in order to facilitate good public governance, achievement of the Department' s norms, standards and financial performance objectives. To handle documents and information with strict confidentially. Assist with overall management of effective compliance, monitoring and reporting of the Department. Render support services on departmental compliance areas. Assist with the coordination of departmental audits and make follow-ups on findings that appear on the Audit Action Plan. Assist with the verification of progress made in Branches and sample testing of indicators. Assist with implementing effective and efficient internal control systems in the office of the Chief Financial Officer. Assist with the administration of the Office of the CFO when required and supervise the work performance of subordinates/ junior staff and interns.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE	:	27 February 2026
NOTE	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
POST 05/211	:	**IT TECHNICIAN REF NO: DHET80/02/2026** Gauteng/ Free State Regional Office Sub Directorate: Corporate Services
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Johannesburg
REQUIREMENTS	:	An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Information Technology or equivalent qualification. A minimum of one (1) to two 2) years' work experience in the Information Technology field as an IT Technician. The industry-recognised certifications such as MCSE/ MCITP, A+, N+ Security +, ITIL as well as other IT governance frameworks will be an added advantage. Good communication, problem-solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge of COBIT 5 Foundation, ITIL and other IT Governance frameworks. Installation and support of transversal systems (BAS, PERSAL and LOGIS). Willingness to travel and a valid driver's licence.
DUTIES	:	To provide Local Area Network and Desktop support services: Creating a user account on desktop and laptop (mailbox and windows). Unlocking of password using AdminPack. Setting up desktops, printers, and data projectors. Configuring mainframe applications. Provide support for data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyse users' issues in ICT and provide solutions. Provide support for identified Level 8 and/or Level 9 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first-level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor.
ENQUIRIES	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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CLOSING DATE : 27 February 2026

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POST 05/212 : **EMPLOYEE HEALTH AND WELLNESS OFFICER REF NO: DHET81/02/2026**
Gauteng/ Free State Regional Office
Sub Directorate: Corporate Services
Re-advertised and candidates who had previously applied may re-apply.

SALARY : R325 101 per annum (Level 07)

CENTRE : Johannesburg

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or equivalent qualification. A minimum of one (1) to two (2) years of working experience in the Employee Health and Wellness environment. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COID Act. Interpersonal relations skills. Communication skills (written and verbal), presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. Willingness to travel and a valid driver's license.

DUTIES : Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and

wellness programmes. Provide education and awareness on health and wellness-related issues. Provide advice and guidance to management and staff on EH&W-related matters, Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff, Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submissions on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related tasks.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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POST 05/213 : **PERSONNEL PRACTITIONER: HRDM&D REF NO: DHET82/02/2026**
Branch: Technical And Vocational Education and Training
Northern And Western Regional Office

SALARY : R325 101 per annum (Level 07)

CENTRE : Cape Town

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF 6) in Human Resource Management/Human Resource Development/Administration or equivalent qualification. The Personnel Administration PERSAL Certificate is essential. A minimum of one (1} to two (2) years of experience in a Human Resource Management environment. Knowledge of Human Resource

Management Legislation, Regulations, and Policies. Personnel Administration PERSAL system. Good facilitation skills, organizational, coordination, presentation, and report writing skills. Knowledge of Performance Management and Development processes, Public Service Regulations, other HR legislation, prescripts, and the PERSAL system. Good communication skills (verbal and non-verbal}, negotiation, team building, problem-solving, conflict resolution, and the ability to work under pressure. Computer Literacy in Ms. Office (MS Word, Excel, PowerPoint, and Outlook}. Willingness to travel and a valid driver's license.

DUTIES : Monitor and coordinate Recruitment and Selection processes. Implement and execute effective Human Resource functions. Formulate advertisements. Coordinate and manage employment equity and render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support the performance of subordinates. Allocate and control delegated work and provide monthly statistics and reports. Control and provide administrative services and ensure compliance with applicable legislation. Implementation and monitoring of appointments, transfers, translations, allowances GEHS, and Terminations. Perform other duties requested by supervisor.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

CLOSING DATE : 27 February 2026

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POST 05/214 : **COMMUNICATION OFFICER: CORPORATE SERVICES REF NO: DHET83/02/2026**
Branch: Technical and Vocational Education and Training
Northern And Western Cape Regional Office

SALARY : R325 101 per annum (Level 07)

CENTRE : Cape Town

REQUIREMENTS	:	An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Communication Studies/Media Studies/Journalism/Public Relations/Marketing. A minimum of one (1) to two (2) years of working experience in the relevant field. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing, and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programmes and project management. Problem-solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies, and programmes. Willingness to travel and a valid driver's license.
DUTIES	:	To handle various matters related to internal and external communication in the Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/press releases, etc. for different events or occasions of the Department. Prepare and/or facilities the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g. Annual reports, Department newsletters/brochures. Annual calendars, Event programmes, Greetings cards, nameplates for officials within the Department, Design, and layout of publications for printing and design draft for printing for companies. Assist in the development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Department website and liaise with the website designer on matters related thereto. Handle various matters related to the drafting of responses to media-and press releases, newsletters, and articles. Rendering photographer services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact the Department towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and /or coordination of departmental events to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the supervisor.
ENQUIRIES	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE	:	27 February 2026
NOTE	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record

check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/215 : **CHIEF TYPIST REF NO: DHET84/02/2026**
Branch: Technical and Vocational Education and Training
Chief Directorate: National Examination and Assessment
Directorate: Assessment, Item Development And Marking Services

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF level 6). A minimum of One (1) year of relevant experience in rendering clerical/administrative environment. The incumbent must be computer literate at an advanced level, specifically with extensive knowledge of Microsoft Office programmes such as MS Word and MS Excel. The incumbent must be able to work in an environment where he/she has to pay attention to detail according to specifications outlined in a style guide and apply this attention to detail to the quality control of national assessment instruments. He/she must possess good interpersonal and communication skills and must be able to work on confidential documentation in a high security environment. He/she should have excellent organisational skills, experience in record keeping and managing an electronic filing system and be able to work under pressure for extended periods of time with minimal supervision.
DUTIES : The successful candidate will be responsible for the quality control of the formatting of national assessment instruments. This will entail the following: Implement and manage electronic filing to ensure a smooth flow of national assessment instruments. Perform duties related to the maintenance of daily output records pertaining to the workflow of the Typing Pool to ensure that flow processes are efficient and executed as planned. Ad hoc administrative tasks related to the Typing Pool. Safekeeping of national assessment instruments.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record

check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/216 : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO: DHET85/02/2026**
Branch: University Education

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's/ National Diploma (NQF level 6) in Office Management/ Administration or a related qualification. A minimum of One (1) year of relevant experience in rendering administrative and secretarial support to the Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. Basic and background knowledge of international Relations, diplomatic relations and etiquette, higher education and training legislation, policies, prescript and procedures. Sound knowledge of Public Financial Management Act, Government domestic and international travel policies. Reasonable experience in using computer applications MS Word, Excel, Power Point, and Outlook. Good Organizational and basic events management skills. Willingness to travel and a valid driver's license.
DUTIES : Perform scheduling activities, coordinate the Chief Director's diary and schedule meetings and engagements both internally and externally and domestically and internationally. Coordinate the Chief Director's travel and logistical arrangements including flights, hotel bookings, visa and transfers, requisitions, and travel claims. Arrange meetings for the Chief Director's including venues and catering as required. Prepare meeting agendas and circulate them to the required people. Record, finalise, and distribute meeting minutes to the required people. Provide and distribute documentation packs to the meetings with the Chief Director. Answer all telephone calls courteously and with speed, performing screening and directing them to the relevant offices. Send emails and letters on behalf of the Chief Director. Maintain a database of any individuals and their contact details that the Chief Director may require to speak to, ensuring speedy connectivity. Liaise with external stakeholders as required for information and planning. File, register, and track all documentation. Priorities all correspondence timeously and finalise memos and letters before acquiring a signature from the Chief Director. Maintain and efficient filling and document control system for the Office of the Chief Director. Collect and coordinate the documents that relate to the Office of the Chief Director's budget. Participate as an active member of Directorate International Relations. Act professionally as the contact person of the Office of the Chief Director.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test

relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/217 : **CHIEF ADMINISTRATIVE CLERK REF NO: VTVET08/2026 (X1 POST)**
(Permanent)

SALARY : R325 101 per annum (Level 07)
CENTRE : Vhembe TVET College
REQUIREMENTS : National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in Human Resource Management. At least 2 years 'experience in Human Resource Management. Must have PERSAL Certificate/Introduction to PERSAL. Must have knowledge of computer literacy in MS Word and Excel; Good planning and organizing skills. Communication Skills, Interpersonal skills; Ability to work under pressure and meet deadlines.
DUTIES : Responsible for Supervisory work of Human Resource Management activities that includes Recruitment and Selection. Provide Human Resource technical support during Recruitment process. facilitate the verification process, provide administration of submissions and compilation post files. capture appointments / transfers / promotions/ terminations. Ensure safe record keeping of employees. Administering all conditions of Service pertaining to service terminations, pension administration, housing, Leave Administration and recognition of long service. File personnel data, policies, regulations and circulars. Providing monthly. Perform leave Audits, retrieve and submit documents for audit requests. Handle all personnel enquiries and correspondence.
ENQUIRIES : All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively.
APPLICATIONS : Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970.Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA
CLOSING DATE : 02 March 2026 at 16:30.
NOTE : Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are

situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

POST 05/218 : **EXAM OFFICER REF NO: VTVET09/2026 (X2 POSTS)**
(Permanent)

SALARY : R325 101 per annum (Level 07)
CENTRE : Vhembe TVET College (to be placed at Campus)
REQUIREMENTS : National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6) qualification in Education, Assessment, or a related field is required. At least 2 years' experience in educational assessment, examination administration, or a similar role working in a TVET college is an advantage. Strong understanding of assessment methodologies, examination regulations, and educational policies is essential. Familiarity with TVET curriculum and assessment practices is highly beneficial. Excellent written and verbal communication skills are crucial for liaising with faculty, students, and staff. The ability to clearly explain assessment procedures and address queries are vital. Proficiency in organizing and coordinating examinations, including scheduling, venue arrangements, invigilation, and result processing, is required. Being detail-oriented is important to ensure accuracy in examination procedures, assessment records, and result tabulation. Proficiency in using assessment management systems (ITS), databases, and software for examination purposes are necessary. Ability to work collaboratively with colleagues, academic staff, and external examiners to ensure smooth conduct of examinations and assessments. Adherence to ethical guidelines and Integrity in conducting assessment activities is essential to maintain credibility and fairness in the evaluation process. Capacity to address challenges related to examination logistics, student accommodations, or assessment irregularities effectively and efficiently.

DUTIES : Organizing and coordinating internal and external examination schedules, venues, and invigilators for various courses and programs within the campus. Implementing examinations, assessment policies and procedures to ensure fairness, accuracy, and compliance with regulations. Manage the administration of internal and external examination and assessments, including preparing examination and assessment timetables, examinations and assessment venues, examination and assessment papers, distributing materials, and collecting answer sheets. Managing the grading process, entering and verifying results, and generating and issuing progress reports for students and faculty at the end of each quarter, term, semester or trimester. Issuing of certificates and academic records to students. Monitoring the quality and integrity of examination and assessment processes, managing the irregularity committee, identifying and addressing any irregularities or issues. Submitting daily reports during examination and assessment sessions. Providing guidance and support to students regarding examinations and assessment regulations, timetables, and procedures. Issuing of statement of results, certificates, progress reports and diploma to students. Maintaining accurate records of student assessments, examination scores, and related data for reporting and analysis. Submitting and receiving data TXT files to the DHET via EMIS. Updating and correcting errors on preliminary enrolment data. Finalizing Enrolment data. Conducting training sessions for staff, faculty and external invigilators on examination and assessment practices, procedures, and technology usage. Ensuring compliance with relevant policies, regulations, and guidelines set by Department of Higher Education & training, educational authorities or accreditation bodies. Collaborating with faculty and administrators to enhance examination and assessment practices, streamline processes, and improve overall quality of internal and external examinations and assessments.

ENQUIRIES : All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively.

APPLICATIONS : Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970.Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA

CLOSING DATE : 02 March 2026 at 16:30.

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POST 05/219	:	**IT TECHNICIAN REF NO: VTVET10/2026 (X1 POST)** (Permanent)
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Vhembe TVET College
REQUIREMENTS	:	National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in Information Technology or bachelor's degree in IT preferably majored in Networking or Support Services. Two years' relevant experience
DUTIES	:	Operate and maintain computer systems and networks. Installing, configuring and maintaining software and hardware components of computer and network systems. Diagnosing and troubleshooting software and hardware issues. Ensuring the security of clients and server computers by installing and upgrading antivirus and firewall software. Supporting people whenever they encounter challenges with computers and network devices. Maintaining and updating technical documentation regularly. Testing new hardware and software before full-scale installation. Training end users on latest software.
ENQUIRIES	:	All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively.
APPLICATIONS	:	Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970.Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA
CLOSING DATE	:	02 March 2026 at 16:30.
NOTE	:	Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are

situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

POST 05/220 : **GENERAL ADMINISTRATIVE CLERK: RPL REF NO: DHET86/02/2026 (X2 POSTS)**
Branch: Skills Development
Directorate: Indlela

SALARY : R228 321 per annum (Level 05)
CENTRE : Olifantsfontein
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge in rendering administration functions. Good knowledge of Skills Development Act 1998, (SDA), Trade Test Regulations and Criteria and Guidelines for the implementation of Artisan Recognition of Prior Learning (ARPL). Knowledge of National Artisan Moderation Body (NAMB). Skills: Computer literacy (MS Word, Excel, Power Point). Report writing, planning, organizing, verbal and written communication skills. Problem solving, administration, filing and time management skills.
DUTIES : Register Artisan Recognition of Prior Learning (ARPL) candidates in line with the ARPL Criteria and Guidelines and the Trade Test Regulations. Verifying documents, capturing walk-ins' applications, online applications and submission for compliances. Implement and maintain ARPL administration, scheduling, monitoring and evaluate support functions in line with the ARPL Standard Operation Procedure (SOP). Filling and archiving of ARPL closed files. Advice qualifying, non-qualifying applicants and stakeholders with ARPL registration process. Record and report on all ARPL complain and irregularities to supervisor.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POSTS 05/221 : **REGISTRY CLERK: AUXILLIARY SERVICES REF NO: DHET87/02/2026**
Branch: Skills Development Directorate: Indlela

SALARY : R228 321 per annum (Level 05)
CENTRE : Olifantsfontein
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge in rendering administrative. Knowledge of records Management. Knowledge of relevant legislation, prescripts, policies and procedures, and understanding of supply chain processes. Computer Literacy. Ability to capture data. Planning and organizing. Good verbal ,written and communication skills.
DUTIES : Perform reception services, handle incoming and outgoing calls, messages and inquiries. Booking venues for meetings and workshops. Scheduling meetings and prepare booking forms. Render registry function, photocopying, scanning and distribution of documents. Compile the paperwork to order consumables, stationery, goods and services. Assist supervisor with administrative tasks. Support the supervisor with issuing and receiving the stock. Assist in scheduling meetings and taking minutes. Maintain and capture the procurement requests for the unit. Track the status of procurement requests and liaise with supply chain for updates. Assist the supervisor with any additional tasks allocated.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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POST 05/222 : **SENIOR ADMINISTRATION CLERK REF NO: DHET88/02/2026**
Branch: Skills Development

Directorate: Seta Coordination
Sub-Directorate: Seta Implementation Oversight

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge in rendering administrative and/ or secretarial support services in the Directorate. Knowledge of records Management. Knowledge of relevant legislation, prescripts, policies and procedures, basic financial management and understanding of supply chain processes. To have good interpersonal and communication and listening skills. Good telephone etiquette and experience in using computer applications MS Words, Excel, PowerPoint and Outlook. Maintain confidentially at all times. Ability to create spreadsheets and manage basic databases and presentations.
DUTIES : Provide administrative and support services to the Directorate. Administer SETA's report and Cluster's work. Render office management and administration services including keeping of records of both quarterly and annual reports received and processed. Manage and maintain the SETA Board and Staff Database. Validate the SETA reports. Respond to enquiries documents. Record and distribute documents/ reports. Respond to enquiries received from internal and external stakeholders and interface with and external clients. Make logistical arrangement. Provide documentation management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide financial administration support to the Directorate including assisting with submission of documentation to internal stakeholders within the Department.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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POST 05/223	:	**GENERAL ADMINISTRATION CLERK REF NO: DHET89/02/2026** Branch: Skills Development Office Of The Deputy Director-General: Skills Development
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	Pretoria
REQUIREMENTS	:	A National Senior Certificate (Grade 12). Good interpersonal and communication skills to interface with people from various backgrounds and skills development stakeholders. Reasonable experience in using computer applications in office management including MS Word, Excel, PowerPoint and Outlook. Good organizational, administration and events coordination skills. Excellent report, minute writing skills and knowledge of Batho Pele principles.
DUTIES	:	Provide financial administration support services in the component, capture and update expenditure in component, check correctness of subsistence and travel claims of the officials and submit to manager for approval, Handle telephone accounts and petty cash for the component, Provide supply chain clerical support services within the component, Liaise with the external and internal stakeholders in relation to the procurement of goods and services, obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery. Provide personnel administration clerical support services within the component, keep and maintain attendance register in the component, arrange travelling and accommodation. Render general clerical support services, record, organize, store, capture and retrieve correspondence and data (line function) update statistics registers, handle routine enquiries, make photocopies, 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
ENQUIRIES	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE	:	27 February 2026
NOTE	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/224 : **FINANCE CLERK REF NO: DHET90/02/2026**
Branch: Skills Development Directorate: Indlela

SALARY : R228 321 per annum (Level 05)
CENTRE : Olifantsfontein
REQUIREMENTS : A Senior Certificate/ Grade12 with Mathematics and Accounting. Knowledge Good Knowledge of BAS system. Accounting. Good governance in the utilization of Petty cash. Skills in Report writing, Planning and organizing, verbal and written communication, Problem solving skills. Computer literacy (MS Word, Excel, Power Point).
DUTIES : Receive state funds; Receive Manual receipts and capture receipts on BAS system. Reconcile money and bank of state funds. Update register of deposits daily. Request BAS reports, register of receipts, register of cheques and register of deposits daily. File BAS documents; Update petty cash register daily. Reconcile petty cash float on a regular basis. Check and file BAS documents according to requirements and regulations.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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POST 05/225 : **SECRETARY TO THE DIRECTOR REF NO: DHET91/02/2026**
Branch: Policy Planning And Strategy
Chief Directorate: Social Inclusion and Quality
Directorate: National Qualifications Framework

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge in rendering administrative and secretarial support services. The ideal candidate should be familiar with the National Qualifications Framework or Career Development

Services. Knowledge of relevant legislation, prescripts, policies and procedures, experience in basic financial management and understanding of supply chain processes are essential. Knowledge of records management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day to day office activities. Schedule meetings and workshops. Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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

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posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/226 : **SECRETARY TO THE DIRECTOR: POLICY, RESEARCH AND EVALUATION REF NO: DHET92/02/2026**
Branch: Planning, Policy and Strategy
Directorate: Policy, Research And Evaluation

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge in rendering administrative and secretarial support services. Knowledge of administration, financial management and procurement processes. Good interpersonal and communication skills to interface with people from diverse backgrounds. Excellent written and verbal communication skills. Experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Good organisational and events management skills. Ability to plan and prioritise work activities. Ability to create and manage simple databases and presentations.
DUTIES : Provide secretarial/ receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops. Manage and administer the Director's diary and itinerary and prepare all necessary documentation. Perform routine duties in the office of the Director including telephone, travel arrangements, and arranging appointments and meetings with stakeholders. Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collate and compile reports, e.g. progress, monthly and management reports. Provide administrative support on projects. Provide communication support services to the Director, including handling all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items such as stationery, equipment refreshments etc. Provide document management support including record, safe keep and filing of all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/227 : **SECRETARY TO THE DIRECTOR REF NO: DHET93/02/2026**
Branch: Planning Policy and Strategy
Directorate: Legal Services
This post is being re-advertised and candidates who previously may re-apply.

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12) or National Certificate (Vocational) Level 4 and a valid driver's license. A diploma (NQF Level 6) or bachelor's degree (NQF Level 7) in Management Assistant, Computer Studies, Secretarial Studies, Office Management will be an added advantage. Proven experience in diary management, meeting coordination, document control and general office administration. Knowledge of records management, office administration procedures and basic financial administration (including petty cash and invoice processing). Proficiency in MS Word, Excel, PowerPoint and Outlook. Good verbal and written communication skills, excellent telephone etiquette, strong organisational skills, attention to detail, and the ability to maintain confidentiality and professionalism.
DUTIES : Provide comprehensive secretarial and administrative support to the Director. Manage the Director's diary, schedule meetings, workshops and appointments, and coordinate travel arrangements. Prepare, format and quality-check correspondence, reports, submissions, agendas and minutes. Manage records, filing systems (manual and electronic) and document safekeeping. Handle correspondence, enquiries and communication with internal and external stakeholders. Provide reception and telephone support, including visitor management. Assist with report compilation, data capturing and maintenance of logs and registers. Provide basic financial and personnel administrative support, including procurement of standard items, invoice processing, leave administration and related office support functions.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/228 : **SECRETARY TO THE DIRECTOR REF NO: DHET94/02/2026**
Branch: Policy Planning and Strategy
Chief Directorate: Social Inclusion and Quality
Directorate: Career Development Services

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge in rendering administrative and secretarial support services. The ideal candidate should be familiar with the National Qualifications Framework or Career Development Services. Knowledge of relevant legislation, prescripts, policies and procedures, experience in basic financial management and understanding of supply chain processes are essential. Knowledge of records management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.
DUTIES : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day to day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered." DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/229 : **GENERAL ADMINISTRATIVE CLERK REF NO: DHET95/02/2026 (X3 POSTS)**
Branch: Technical And Vocational Education and Training
Directorate: Resulting and Certificate
Sub-Directorate: Resulting Services

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge in administration within examinations environment. Be able to work on confidential documentation in high security environment. Ability to work overtime and under pressure for extended period with minimal supervision. The incumbent must be adaptable, disciplined, self-confident and able to work in a diverse team. Good interpersonal and communicating skills, Computer literacy, especially the use of Word and Excel for maintaining a control register, Excellent organizational, record keeping and electronic filling skills. Able to manage a good filing system and work under pressure for extended period of time with minimal supervision. Must be discipline, self-confident and adaptable and be able to work with diverse team. Values and attitudes: client-oriented focused; Integrity and loyalty are essential.
DUTIES : Receive and capture student data for registration, resulting and certification purposes; Monitor receipt of student data from examination centres against published the management plan; Conduct verification of student data and effect the necessary corrections, Interact/intervene with Engineering Studies examination centres regarding the registration , resulting and certification of candidates; Respond directly to Engineering Studies examination queries, i.e. processing and electronic filling of examination documents such as mark sheets and preliminary schedules, Packing, controlling and dispatching of statements of results, certificate, preliminary schedule, examination admission letters and mark sheets to/from Engineering Studies examination centres.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/230 : **GENERAL ADMINISTRATION CLERK: SYSTEM ADMINISTRATION REF NO: DHET96/02/2026 (X4 POSTS)**
Branch: Technical Vocational Education and Training
Chief Directorate: National Examinations and Assessments
Directorate: Resulting and Certification: It Systems

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge in administration in an examination's environment. Applicants must possess knowledge and experience of MS Office, specifically MS Word and MS Excel for maintaining a register of documents. Good interpersonal, organisational and communication skills are additional requirements. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment. He/she must possess good interpersonal and communication skills, be able to work on confidential documentation in a high security environment. Managing a good filing system, be able to work under pressure for extended periods of time with minimal supervision. Must be adaptable, disciplined, self-Confident, able to work independently and work with a diverse team.
DUTIES : Receive text file for registration and candidates internal and external marks. Capture/upload and verify candidate registrations, term marks and exam marks on the examination IT mainframe. Deal and respond to queries regarding the submission and uploading of examination data from examination centres.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/231 : **GENERAL ADMINISTRATION CLERK: ASSESSMENT REF NO: DHET97/02/2026 (X3 POSTS)**
Branch: Technical And Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Directorate: Assessment, Item Development and Marking Services

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge of Technical and Vocational Education and Training (TVET) examination environment, preferable in Assessment, Item Development and Marking Services and the Sub-directorate: Editing Services. The applicant must have extensive knowledge of MS Office which include MS Excel, MS Access and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.
DUTIES : Co-ordinate assessment instruments for ISAT. Assist in the moderation of CET learner portfolios. Receive national assessment instruments from Examiners and co-ordinate the internal moderation process. Assist in any examination processes relating to CET assessment. Additional responsibilities include organising travel arrangements and meetings relating to examination processes and policy development. Assist in the workflow of the Directorate.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/232 : **GENERAL ADMINISTRATION CLERK: OFFICE OF THE CHIEF DIRECTOR REF NO: DHET98/02/2026**
Branch: Technical and Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Directorate: Assessment, Item Development and Marking Services

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge of Technical and Vocational Education and Training (TVET) examination environment, preferable in Assessment, Item Development and Marking Services and the Sub-directorate: Editing Services. The applicant must have extensive knowledge of MS Office which include MS Excel, MS Access and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.
DUTIES : Assist in the administrative aspects relating to the office of the Chief Directorate. Assist in making travel arrangements for staff in the Chief Directorate. Scheduling meetings and taking minutes of meetings. Assist in handling queries in the Office of the Chief Director and keeping track of these queries electronically.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/233 : **REGISTRY CLERKS REF NO: DHET99/02/2026 (X3 POSTS)**
Branch: Corporate Services
Directorate: Information, Knowledge and Records Management
Sub-Directorate: General Records

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge in registry, reading, confidentiality, self-discipline, planning and organizing, good verbal and written communication, computer literacy, flexibility, team work. Competencies: Knowledge of registry duties, practices as well as the ability to capture data and operate computer, knowledge and understanding of legislative framework governing the public services, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry and knowledge of disposal procedure.
DUTIES : Attend to clients, handle telephonic and other enquiries, receive and register hand delivered mail/files, receive all mails, sort, register and dispatch mail, distribute notices on registry issues, opening and closing files according to record classification system, filing/storage, tracing (electronically and manually) and retrieval of documents and files, complete index cards for all files, open and maintain franking machine register, frank post, record money and update register on a daily basis, undertake spot checks on posts to ensure no private post is included, lock post in postbag for messengers to deliver to post office, open and maintain remittance register, record all valuable articles as prescribed in the remittance register, hand deliver and sign over remittances to finance, send wrong remittances to back to sender via registered post and record reference numbers of letters franked, keep daily record of amount of letters franked, electronic scanning of files, sort and package files for archival and distribution, compile list of documents to be archived and submit to the supervisor and keep records of archived documents.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/234 : **HUMAN RESOURCE CLERK: R&S REF NO: DHET100/02/2026 (X3 POSTS)**
Branch: Corporate Service
Directorate: Recruitment and Selection

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). A National Diploma in Human Resources Management and PERSAL Certificate will serve as an added advantage. Knowledge: Departmental policies and procedures, Departmental guidelines and directives, Public service regulations, Batho Pele Principles, PERSAL Skills: Computer literacy in MS Packages, Planning and organizing, Time management, Innovative, Communication, Customer care Listening, Interpersonal, Accuracy, Data capturing and Problem solving. Ability to work well in a team and under pressure. Ability to handle confidential information, Willingness to travel outside working hours.
DUTIES : Administer Recruitment and Selection processes within the Department, Provide secretariat functions and clerical support to the Recruitment and Selection process, Provide personnel administration support services, Facilitation of employment of suitability background checks i.e verifications of qualifications, Criminal checks and Employment history, Handle human resource administration enquiries, Provides administrative support to the HR department, handling tasks like record-keeping. Ensure safekeeping of documents and filing of all related documents, Perform any other task delegated by supervisor and Render general clerical support services.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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POST 05/235 : **SECRETARY TO THE DIRECTOR REF NO: DHET101/02/2026**
Office of The Director-General
Chief Directorate: Human Resource Development Council Of South Africa
Directorate: Human Resource Development Council

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Relevant knowledge in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from various backgrounds. Reasonable experience in using computer applications in office management including MS Word, Excel, Power Point and Outlook. Good organizational and basic events management skills.
DUTIES : Provide administrative support in the managers office. Manage and administer the managers diary and itinerary. Type and prepare all the necessary documentation for the manager. Ensure the safe keeping and filling of all documentation and records in the office of the manager in line with the relevant legislation and policies. Ensure the smooth running of the manager's office by handling all correspondence and queries received from internal and external stakeholders. Obtain inputs, collates and compile reports e.g. progress, monthly and management reports. Scrutinize routine submissions/ reports and make notes and/ or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Clarifies instructions and notes on behalf of the manager. Handle and manage cash flow in the office of the manager including cash. Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings, taking minutes. Interface with clients and visitors.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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POST 05/236 : **GENERAL ADMINISTRATIVE CLERK REF NO: DHET102/02/2026**
Office of The Director-General
Directorate: Risk, Fraud, Ethics And Integrity Management
Sub-Directorate: Risk Management

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge of Clerical/ Administrative work experience. Knowledge of the legislative frameworks governing the Public Service, Risk Management and its procedures. Knowledge and ability to perform clerical duties, secretarial support services, supply chain clerical support services, personnel administration clerical support services, financial administrative support services, computer literacy and communicate effectively.
DUTIES : Capture and update risk registers and risk related reports as may be required. Perform secretarial duties of the Risk Management Committee and other risk related meetings. Assist with logistical arrangements for travelling and accommodation as may be required; Record, organize, store, capture and retrieve correspondences. Ensure effective flow of information/ documents captured within the unit. Make photocopies, receive and distribute mails as well as reports communicated. Keep and maintain filing system for the unit. Prepare memos and/ or other correspondence when required. Keep and maintain the incoming and outgoing documents/ reports of the unit. Provide supply chain clerical support services, personnel administration clerical support services, and financial administration support services.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/237 : **SECRETARY TO DIRECTOR REF NO: DHET103/02/2026**
Branch: Community Education and Training
Directorate: Cet Institutional Funding

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge of administration and Secretarial support services. Knowledge and understanding of records management. Basic knowledge of financial management. Good planning and organising skills. Basic events management skills. Interpersonal and decision-making skills, Good office administration skills. Basic report business or report writing skills. Good computer literacy (MS Word and Excel).
DUTIES : Schedule appointments and maintain an electronic diary. Ensure that legislative and/ or other important dates are documented in the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare, time-consuming relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey them promptly to the Human Resources Directorate. Compile/type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. Assist with the planning and executing of Monitoring of compliance with Funding Norms for funding CET Colleges by the CET Colleges. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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POST 05/238 : **SECRETARY TO DIRECTOR REF NO: DHET104/02/2026**
Branch: Community Training and Training
Directorate: Cet Partnerships and Linkages

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge in administration and Secretarial support services. Knowledge and understanding of records management. Basic knowledge of financial management. Good planning and organising skills. Basic events management skills. Interpersonal and decision-making skills, Good office administration skills. Basic report business or report writing skills. Good computer literacy (MS Word and Excel).
DUTIES : Schedule appointments and maintain an electronic diary. Ensure that legislative and/ or other important dates are documented in the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare, time-consuming relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey them promptly to the Human Resources Directorate. Compile/type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. Assist with the planning and executing of Monitoring of compliance with Funding Norms for funding CET Colleges by the CET Colleges. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and

practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/239 : **SECRETARY TO DIRECTOR REF NO: DHET105/02/2026**
Branch: University Education
Directorate: Governance Support

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge in administration and Secretarial support services. Knowledge and understanding of records management. Basic knowledge of financial management. Good planning and organising skills. Basic events management skills. Interpersonal and decision-making skills, Good office administration skills. Basic report business or report writing skills. Good computer literacy (MS Word and Excel).
DUTIES : Schedule appointments and maintain an electronic diary. Ensure that legislative and/ or other important dates are documented in the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare, time-consuming relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey them promptly to the Human Resources Directorate. Compile/type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. Assist with the planning and executing of Monitoring of compliance with Funding Norms for funding CET Colleges by the CET Colleges. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation.

Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/240 : **SECRETARY TO DIRECTOR REF NO: DHET106/02/2026**
Branch: University
Directorate: Teacher Education

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12). Knowledge in administration and Secretarial support services. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint and Outlook. Good organizational and basic events management skills. Ability to create and manage databases and presentations.
DUTIES : providing administrative and secretarial support in the Directorate's office. Manage and administer the Director's diary and itinerary. Type and prepare all the necessary documentation for the Director. Ensure the safe keeping and filling of all documentation and records in the office of the Director's office by handling all correspondence and queries requiring attention. Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager. Perform routing duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointment and meetings with stakeholders. Assist in logistical arrangement for events convened by the Directorate.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/241 : **DRIVER/MESSENGER REF NO: VTVET11/2026 (X2 POSTS)**

(Permanent)

SALARY	:	R193 359 per annum (Level 04)
CENTRE	:	Vhembe TVET College (to be placed on Campus).
REQUIREMENTS	:	National Senior Certificate/level 4, Code EC1 Driver's license plus Public Drivers P. At least 1 year driving experience. Ability to work long hours when required and under pressure. (Higher code license will serve as an advantage).
DUTIES	:	Provide driving services for Vhembe TVET College staff and students. Transportation of goods for the college. Cleaning and upkeep of college vehicles. Perform messenger duties for the college. Loading, transporting and delivering items to clients or businesses in a safe timely manner. Assisting with loading and uploading items from vehicles. Deliver documents from campus to campus.
ENQUIRIES	:	All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively.
APPLICATIONS	:	Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970.Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA
CLOSING DATE	:	02 March 2026 at 16:30.
NOTE	:	Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

POST 05/242	:	**FOOD SERVICE AID SUPERVISOR REF NO: DHET107/02/2026** Branch: Corporate Services Directorate: Facilities Management Sub-Directorate: Facilities and Logistics Management
SALARY	:	R193 359 per annum (Level 04)
CENTRE	:	Pretoria
REQUIREMENTS	:	Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Knowledge of food services aid and cleaning services environment. Ability to work with people and good communication skills. Planning and organizing skills. Computer literacy. Knowledge of Batho Pele principles.
DUTIES	:	Supervise all activities in the food/tea services, including food preparation, distribution and serving. Ensure Maintain hygiene and safety measures, ensure that all equipment is in good working order, and it is used effectively replacement or repair of faulty/outdated equipment, responsible for ordering, receiving, storage, stock control and stock taking, responsible for completing monthly statistics, perform administrative duties and processing of monthly accounts and other functions linked to food services.
ENQUIRIES	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply

CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/243 : **DRIVER/ MESSENGER REF NO: DHET108/02/2026**
Branch: Technical And Vocational Education and Training
Northern And Western Cape Regional Office

SALARY : R193 359 per annum (Level 04)
CENTRE : Cape Town
REQUIREMENTS : Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Be a driver and can be able to operate in specialized equipment. Be in possession of a valid Public Driving Permit (PDP). Knowledge of Cape Town and surrounding areas. Good communication skills. Pleasant responsibilities, trustworthy and reliable. Good interpersonal skills. Willingness to work over and above normal working hours and physically fit to lift and load items. Knowledge of routine maintenance of vehicle and safety driving skills. Ability to accept accountability and responsibility to work independently.
DUTIES : Drive light and medium motor vehicle to transport passengers and deliver other items (mail and documents). Conduct routine maintenance on the allocated vehicle and report detects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handle. Render a clerical support/driver service in the relevant office. This would, inter alia, entail the following: assist in the registry, copy and fax document and collect and deliver documentation and related items in the department.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos

are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/244 : **SECURITY OFFICER REF NO: DHET109/02/2026**
Branch: Technical And Vocational Education And Training
Northern And Western Cape Regional Office

SALARY : R163 680 per annum (Level 03)
CENTRE : Cape Town
REQUIREMENTS : Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Basic security course and Basic Education and Training. Registration with the Private Security Industry Regulatory Authority (PRISA). Be in possession of a PSIRA Certificate C. knowledge and understanding of security environment. Knowledge of the access control procedures, building patrols, Overseeing security registers and key controls, Knowledge of measures for the control and movement of equipment and stores, Knowledge of prescribed security procedures and the authority of security officers under these documents, and Knowledge of relevant emergency procedures. A valid driver's license will be an added advantage. Skills required: Reading, Writing, Language, Operating equipment, Literacy, Communication (Verbal and written), People Management, Problem-solving, Planning, and Organizing. Ability to work under pressure, Adaptive, and Maintain high levels of confidentiality, Integrity, and Disciplined. Values: Client service focused, Committed, Proactive, Loyal, and maintaining ethical practices.
DUTIES : Perform access control functions. Ensure safety in the building and its premises. Ensuring the safety of equipment, documents, and storerooms as well as offices, monitoring the entry and exists of the building and ensuring that no unauthorised entry takes place. Ensure all incidents are recorded in the occurrence books or registers. Any other duties assigned by supervisor.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
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digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/245 : **SECURITY OFFICER REF NO: DHET110/02/2026**
Branch: Skills Development
Chief Directorate: National Artisan Development
Directorate: Indlela

SALARY : R163 680 per annum (Level 03)
CENTRE : Olifantsfontein
REQUIREMENTS : Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Basic security course and Basic Education and Training. Registration with the Private Security Industry Regulatory Authority (PRISA). Be in possession of a PSIRA Certificate C and valid driver's license. Knowledge of MISS and MPSS. Report writing, communication and administration skills.
DUTIES : Perform access control functions, which will include control of visitors and confirm the appointments with the host ensuring that the visitors register is correctly completed and issue the visitor's tags/ cards. Ensuring that unauthorised persons and dangerous objects do not enter the premises. Report and record the incidents inside the occurrence book. Ensure that Departmental assets do not leave the premises unauthorised. Undertake premises/ building patrols to identify water leaks, any signs of break-ins, check unlocked doors, check fire equipment and be able to apply emergency procedures during emergency situations. Report and record all security breaches. Be able to complete all security register.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote

representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/246 : **TRADE ASSISTANT**
Branch: Skills Development
Chief Directorate: National Artisan Development
Directorate: Indlela Artisan Training

SALARY : R163 680 per annum (Level 03)
CENTRE : Olifantsfontein:
Electrical Ref No: DHET111/02/2026
Automotive Ref No: DHET112/02/2026
Mechanical Ref No: DHET113/06/2026

REQUIREMENTS : Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Knowledge of Occupational Health and Safety Act. Basic knowledge of cleaning. Knowledge to prepare materials and tools for assessment tasks. Communication, reading and writing skills. Technical background knowledge of the trade. Skills to use cleaning material. good knowledge of performing minor maintenance and repairs on assessment aids and machinery. Ability to clean the workshop and equipment. Knowledge of cleaning material and tools and well-kept store. Basic health and safety. Ability to choose the correct assessment material and tools for the trade. Ability to identity stock required. Ability to read and write.

DUTIES : provide candidates with necessary tools, materials and / or other services where needed. Properly prepare materials and tools for assessment tasks a day before assessment. Safeguard workshop/ assessment area, machines, tools and consumable materials. Maintain cleanliness and general good housekeeping within the workshop/ assessment area. Perform minor maintenance and repairs on assessment aids and machinery and carry out safety activities in the workshop/ assessment area. Transport allocated assets etc. from asset management to the workshop when required.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply

CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African

Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/247 : **CLEANER REF NO: DHET114/02/2026**
Branch: Skills Development
Chief Directorate: National Artisan Development
Directorate: Indlela

SALARY : R138 486 per annum (Level 02)
CENTRE : Olifantsfontein
REQUIREMENTS : Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Exposure in cleaning services environment. Good communication and interpersonal skills. Awareness of Batho Pele principles. Be willing to work in a team and under pressure.
DUTIES : Cleaning of all offices, boardrooms, absolution facilities. Washing cutlery and crockery. Preparation of meeting refreshments during breaks. Lock the boardroom after meeting. Remove bins and put in new plastics in the morning and afternoon. Polishing and dusting surfaces and furniture. Lock the boardroom after the meeting. Clean and sanitize all the washer basins and check the lists is maintained. Refill the hand soap, change and refill the toilet paper, paper towel. Clean the passages and corridors daily. Perform the spring cleaning of offices. Report faulty assets to the supervisor. Ensure all equipment is kept clean, safe and locked in storage. Assist the supervisor with any additional tasks allocated within the unit.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates

for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/248 : **GROUNDSMAN MAINTENANCE REF NO. DHET115/02/2026 (X2 POSTS)**
Branch: Skills Development
Chief Directorate: National Artisan Development
Directorate: Indlela

SALARY : R138 486 per annum (Level 02)
CENTRE : Olifantsfontein
REQUIREMENTS : Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Exposure in maintenance services. Good knowledge of Occupational Health and Safety Act. Good knowledge of operating lawnmowers. Basic knowledge to attend to minor lawnmower repairs and welding problem. Communication and report writing skills. Good listening skills. Awareness of Batho Pele principles. Be willing to work in a team and under pressure.
DUTIES : Assist in regular building inspections and minor in electrical, plumbing and welding. Cutting of lawns and grass around buildings and surroundings according to horticultural standards. Ability to operate all types of lawnmowers, garden tools and equipment, for the cutting of all lawns, removal of rubble. Cleaning of surrounding areas. Removal of dead flowers and plants including removal of weeds and cleaning of roads. Pruning of trees. Planting new flowers and plants. Safekeeping of maintenance tools and supplies. Report defects.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit:

https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/249 : **FOOD SERVICE AID REF NO: DHET116/02/2026 (X2 POSTS)**
Branch: Corporate Services
Directorate: Facilities Management

SALARY : R138 486 per annum (Level 02)
CENTRE : Pretoria
REQUIREMENTS : Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Exposure in food services aid environment. Good communication and interpersonal skills. Awareness of Batho Pele principles. Be willing to work in a team and under pressure.
DUTIES : To provide services relating to a food/tea preparation. Clean kitchen, wash utensils and equipment, provide catering support services, keep stock of utensils and equipment, apply hygiene and safety measures, prepare food, snack, and beverages (water, tea, milk, sugar, biscuits), setup and convey crockery, cutlery, and equipment to boardrooms, remove of garbage disposal, clean storerooms, refrigerators and dishes. Maintain quality control measures of all food/tea provided.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
CLOSING DATE : 27 February 2026
NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote

representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is a merit-based and equal opportunity employer. It is our intention to appoint excellent candidates whilst harnessing the power of diversity. EE Requirements: People with Disabilities, Youth, unemployed Graduates and Woman are encouraged to apply. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors with the highest levels of professionalism and integrity, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The Department of Home Affairs subscribes to the provisions of the Protection of Personal Information Act (Act 4 of 2013). As such, the Department will use the personal information provided by Applicants for recruitment purposes in reference to posts applied for. This information may be retained for audit purposes. The Department undertakes to protect the confidentiality of all personal information provided, and will not disclose such to any unauthorised person, except where it is legally compelled to do so or it is necessary in furthering recruitment purposes. The submission of an application (including any additional / supporting information), is considered as an Applicant's consent hereto.

CLOSING DATE : 27 February 2026

NOTE : Applications must be submitted online at https://erecruitment.dha.gov.za sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. All short shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

OTHER POSTS

POST 05/250 : **DEPUTY DIRECTOR: HR PLANNING MANAGEMENT REF NO: HRMC 1/26/1**
Directorate: Human Resources Planning

SALARY : R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)

CENTRE : Head Office: Tshwane

REQUIREMENTS : An undergraduate qualification in Human Resources Management, Public Administration, Public Management at NQF level 6 as recognized by SAQA. A minimum of 3 years' experience as an Assistant Director is required. Extensive experience in a Human Resources Planning environment. Supervisory experience is required. Knowledge of Public Service Regulations relevant to HR Planning. Knowledge of the Human Resources Regulatory Framework relevant to Human Resource Planning. Knowledge of the Public Service Regulatory Framework. Knowledge of the Skills Development Act. Extensive Knowledge and understanding of Human Resource Delegations. Understanding of the Employment Equity Plan. Understanding of Departmental Regulatory Framework, as well as Government Structures. Excellent abilities

and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Client orientation and customer focus. People management and empowerment. Capability and leadership. Expenditure Management. Business Continuity. HR plan coordination skills. Program and project management. Decision Making. Presentation Skills. Business report writing. Problem Solving and Analysis. Facilitation skills. Analytical skills. Ability to meet deadlines. Influencing and Networking. Planning and Organizing. Accountability. High ethical standards. Computer literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Coordinate and monitor the development of Human Resource Plan (HRP) in the Department. Ensure that Human Resource plan is aligned to the Departmental business plan, objectives, and strategy. Conduct in-depth workforce analytics to assess the current Human Resource plan profile, skills distribution, demographic trends, and organisational capability. Determine the extent of functional requirements needed to meet organisational objectives and the skills set of certain occupational groups. Determine future HRP needs, skills gaps, and surpluses to inform recruitment, development, and organisational design decisions. Coordinate HRP requirements on the need for additional employees, in terms of the number of required skills and competencies at current and determine future predictions to achieve objectives (short, medium, and long term). Coordinate and monitor scenario planning to project workforce demand and supply. Ensure data accuracy, integrity, and effective utilisation of HR information systems. Coordinate Human Resource planning and procedures according to financial planning process and (budget) financial plan. Coordinate and monitor HR delegation processes in alignment with DPSA Directive on Public Administration and Management Delegations. Coordinate the development and review of HR policies. Coordinate implementation of governance processes, frameworks and procedures. Coordinate and monitor Human Resource HR Data and reporting. Coordinate the development and review of HR policies and procedures within the functional unit. Build business transformation and partnership with various stakeholders. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms V Motshegoe Tel No: (012) 406 4252

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or hrrecruitment@dha.gov.za

POST 05/251 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: HRMC1 /26/2**
Directorate: Labour Relations

SALARY : R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)

CENTRE : Head Office: Tshwane

REQUIREMENTS : An undergraduate qualification in Labour Relations, Human Resources Management specialising in Labour Relations at NQF level 6 as recognized by SAQA. 3 years' experience in Junior Management / Assistant Director is required. Extensive experience in a Labour Relations environment is required. Experience in management of collective agreement. Experience in resolving disputes, mediate conflicts, and represent the company in negotiations. Collective Bargaining, CCMA and Labour court processes. Knowledge of Public Service Resolutions and all Collective Agreements reached in the Bargaining Council. Knowledge of the Basic Conditions of Employment Act. Knowledge of the Public Service Regulations. Knowledge of Statutory Dispute Resolution structures. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the South African Constitution. Understanding of Departmental Regulatory Framework, as well as Government Structures. Knowledge of Employment contracts. Knowledge of Investigation techniques and methodology. Knowledge of the Access to Information Act. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. On-call may be required. Required skills and competencies: People management and empowerment. Expenditure Management. Business Continuity. Excellent Negotiation skills. Program and project management. Decision Making. Presentation Skills. Business report writing. Problem Solving and Analysis. Facilitation skills. Ability to meet deadlines. Influencing and Networking. Planning and Organizing. Accountability. Communication skills. Interpersonal skills. Research skills.

Ability to work under severe pressure. Conflict and dispute resolution. Service delivery innovation Stakeholder Relations. Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Coordinate misconduct and disciplinary processes in the Department. Coordinate the development of effective strategies, solutions, and tools for managing complex employee relations issues, policies, and case management systems. Ensure the implementation of all arbitration awards as well as labour courts judgements. Coordinate and advise on the resolution of high-risk and sensitive employee relations matters, including workplace investigations and conflict resolution. Coordinate and monitor employee relations matters, including interpretation of policies, labour law, and best practice. Provide expert advice on labour relations legislative framework (related to misconduct. Represent the Department at disciplinary hearings, arbitrations and labour relations Forum. (i.e. GPSSBC, PSCBC, Internal Forums ect.). Coordinate the implementation of fair labour practices in accordance with the Labour Relations Act and other relevant legislative frameworks. Coordinate and monitor preparation of appeal documents for referral to the Executive Authority and implement the appeals outcomes. Coordinate and monitor misconduct, disciplinary, information sessions and workshops. Coordinate and monitor labour disputes in collaboration with legal services on litigation related cases as and when required. Work closely with the Director on internal procedures and external interventions with third parties on dispute resolution matters. Build and maintain partnerships and constantly liaise with internal and external stakeholders on labour-related matters with recognised Labour unions. Draft reports (weekly/ monthly and annual) and submission regarding misconduct/ disciplinary, grievances and disputes matters to relevant structures. Coordinate the resolution of grievances in the Department. Coordinate collective bargaining programmes within the Department. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms V Motshegoe Tel No: (012) 406 4252

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or hrrecruitment@dha.gov.za

POST 05/252 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRMC1 /26/3 (X2 POSTS)**
Directorate: Labour Relations

SALARY : R468 459 - R551 823 per annum (Level 09), (an all-inclusive salary package)

CENTRE : Head Office: Tshwane

REQUIREMENTS : An undergraduate qualification in Labour Relations, Human Resources Management specialising in Labour Relations at NQF level 6 as recognized by SAQA. 3 years' experience as a Labour Relations Officer / Practitioner is required. Collective Bargaining, CCMA and Labour court processes. Knowledge of the Labour Relations Act. Knowledge of the Labour Relations Framework for the Public Service. Knowledge of Collective Agreements reached in the Bargaining Council. Knowledge of the Basic Conditions of Employment Act. Knowledge of Statutory Dispute Resolution structures. Knowledge of Investigation techniques and methodology. Knowledge of Investigation techniques and methodology. Knowledge of Departmental legislation and Prescripts Understanding of Departmental Regulatory Framework, as well as Government Structures. Understanding of Human Resources legislation and prescripts. Knowledge of the Public Service Regulations. A valid drivers' license. Willingness to travel and extended hours. Required skills and competencies: Negotiation skills. Program and project management. Decision Making. Presentation Skills. Business report writing. Problem Solving and Analysis. Facilitation skills. Ability to meet deadlines. Influencing and Networking. Planning and Organizing. Accountability. Communication skills. Interpersonal skills. Research skills. Ability to work under severe pressure. Conflict and dispute resolution. Service delivery innovation Stakeholder Relations. Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate and implement the development of effective strategies, solutions, and tools for monitoring complex employee relations issues, policies, and case management systems. Implement all arbitration

awards as well as labour courts judgements. Facilitate and advise on the resolution of high-risk and sensitive employee relations matters, including workplace investigations and conflict resolution. Facilitate and monitor employee relations matters, including interpretation of policies, labour law, and best practice. Facilitate, monitor discipline management performance and ensure compliance with disciplinary codes. Provide expert advice on labour relations legislative framework (related to misconduct). Represent the Department at disciplinary hearings, arbitrations and labour relations Forum. (I.e. GPSSBC, PSCBC, Internal Forums ect.) when required. Facilitate the implementation of fair labour practices in accordance with the Labour Relations Act and other relevant legislative frameworks. Facilitate and monitor preparation of appeal documents for referral to the Executive Authority and implement the appeals outcomes. Facilitate and conduct misconduct, disciplinary, information sessions and workshops. Facilitate and implement labour disputes in collaboration with legal services on litigation related cases as and when required. Work closely with the Deputy Director on internal procedures and external interventions with third parties on dispute resolution matters. Build and maintain partnerships and constantly liaise with internal and external stakeholders on labour-related matters with recognised Labour unions. Draft reports (weekly/ monthly and annual) and submission regarding misconduct/ disciplinary, grievances and disputes matters to relevant structures. Facilitate the resolution of grievances in the Department. Facilitate collective bargaining programmes within the Department. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms N Mnisi, Tel No: (012) 406 4238
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or hrrecruitment@dha.gov.za

POST 05/253 : **CASE WORKER (REFUGEE APPEALS OFFICER) REF NO: HRMC 1/26/4**

SALARY : R468 459 - R551 823 per annum (Level 9), (an all-inclusive salary package)
CENTRE : Head Office: Tshwane, Refugee Appeals Authority of South Africa (RAASA)
REQUIREMENTS : An undergraduate qualification in Law, Humanities, Social Sciences at an NQF level 6 as recognised by SAQA. 3 Years' experience in a Legal environment is required. Specific training on country of origin information research. Knowledge of the Public Service Regulatory Framework. Understanding of the Departmental Legislation as well as Human Resources legislation and Prescripts. Knowledge of Refugee Law. Knowledge of Drafting. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Refugee Law knowledge. Computer literacy. Analytic thinking, Planning and organizing. Problem solving. Verbal and written communication. Attention to detail. Clerical and administration. Multi Task.) Patriotism, Honesty, Integrity and Accountability.
DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide administrative and drafting support in regard with refugee appeal applications. Research and analysis on files. Obtain and analyze country of origin information. Streaming / Profiling cases. Ensure processes are executed according to Standard Operating Procedures. Produce quality reports, perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics. Identify challenges in operations and make suggestions to subordinates. Handle telephone enquiries and complaints that require Member's inputs, sensitivity and the interrelation of policies, rules and procedures. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
ENQUIRIES : Head Office: Ms B Kabinde, Tel No: (012) 406 4239
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or rassarecruitment@dha.gov.za

POST 05/254 : **SENIOR ADMINISTRATIVE OFFICER REF NO HRMC 1/26/5**

SALARY : R397 116 to R467 790 per annum (Level 08), (an all-inclusive salary package)
CENTRE : Head Office: Tshwane, Standing Committee for Refugee Affairs (SCRA)

REQUIREMENTS : An undergraduate qualification in Office Management and Technology, Business Management, Administration Management at an NQF level 6 as recognised by SAQA. A minimum of 2 Years' experience as an Administration Officer / Chief Administration Clerk is required. Extensive knowledge of of various filing system. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA). Understanding of the Departmental Legislation as well and Prescripts. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management Process and procedures. Knowledge of Human Resources Regulatory Framework. A valid drivers' license. Willingness to work extended hours. Required skills and competencies: Computer literacy. Analytic thinking, Planning and organizing. Financial Administration. Interpersonal skills. Customer focus. Verbal and written communication. Attention to detail. Clerical and administration. Multi Task. Result and achievement focus. Teamwork. Time Management. Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide administrative support in the unit. Perform general administrative activities in support of the unit (travel, venues and accommodation arrangement). Ensure the administration of office correspondence, documents and reports (Compile letters, memorandums, submissions, reports and minutes for the unit). Ensure the maintenance of filling system for the unit. Compile financial and administration reports and documents. Ensure compilation of budget and cash flow projections. Convene and attend meetings and act as secretary during meetings. Ensure accurate Completion of subsistence claims. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the unit. Ensure the flow of information and documents in the unit. Implementation of policy, procedures, directives and regulations. Study the relevant Public Service and Departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Ensure that forms and documents related to claims, payments, invoices and consultant fees relevant to the unit are processed. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms S Maswanganyi Tel No: (012) 406 4236

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or scrarecruitment@dha.gov.za

POST 05/255 : **CHIEF ADMINISTRATION CLERK REF NO: HRMC 1/26/6**

SALARY : R325 101 - R382 959 per annum (Level 07)

CENTRE : Head Office: Tshwane, Refugee Appeals Authority of South Africa (RAASA)

REQUIREMENTS : An undergraduate qualification in Office Management and Technology, Business Management, Administration Management (Delete) at an NQF level 6 as recognised by SAQA. A minimum of 1 Year experience as an Administration Clerk is required. Knowledge of various filing system. Knowledge of the Public Service Regulatory Framework. Knowledge of Office Administration methodologies. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Understanding of the Departmental Legislation and Prescripts. Knowledge of Supply Chain Management Process and procedures. Knowledge of Human Resources Regulatory Framework. Willingness to work extended hours. Required skills and competencies: Computer literacy. Analytic thinking, Planning and organizing. Financial Administration. Interpersonal skills. Customer focus. Verbal and written communication. Problem solving. Clerical and administration. MS Office (MS Word, Excel, Power-Point). Office administration. Financial administration. Multi Task. Result and achievement focus. Teamwork. Time Management. Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Implement administration operations in the unit. Perform general administrative activities in support of the unit (filling, faxing, and copying). Draft submissions, reports, submissions, memorandums, and minutes for the unit). Conduct records and document management both manually and electronically. Arrange and co-ordinate meetings and workshops. Provide logistic support functions (make accommodation, flight and ground transport arrangements). Monitor assets and audits in the unit. Administer the budget of the unit. Perform/ assist in completing and processing subsistence claims. Keep track of all incoming work and ensure that all deadlines are met.

Liaise with all stakeholders relevant to the office. Provide office administration service in the functional unit. Ensure innovation and service delivery within the Unit. Ensure the implementation of effective risk and compliance management practices. Administer leave arrangements and audits. Process forms and documents related to claims, payments, invoices and consultant fees relevant to the office. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms B Kabinde, Tel No: (012) 406 4239

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or rassarecruitment@dha.gov.za

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. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. JICS reserves the rights to fill these positions.

CLOSING DATE : 06 March 2026 at 16:00 (walk-in) and 20:00 (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 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. 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 shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Logistics 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 Females and people living with disabilities.

MANAGEMENT ECHELON

POST 05/256 : **DIRECTOR: REGIONAL COORDINATION AND OVERSIGHT REF NO: JI 01/2026**
Directorate: Regional Coordination and Oversight

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)
CENTRE : Centurion
REQUIREMENTS : An appropriate qualification (NQF level 7) in Public Management/Administration as recognised by SAQA. At least 5 years' experience at Middle Management/Senior Management level. Job-related knowledge: An understanding of legislation relevant to correctional environment and public service prescripts, research and development methodologies, legislation and analysis methods, as well as Government legislation. Job-related skills: Computer literary, Communication (written and verbal) skills. Proficiency in project management. Planning and organising skills. Analytical and decision-making skills. Problem-solving and negotiation skills. The ability to interpret the law. Nyukela certificate is required for all SMS positions before appointment (Certificate of entry into Senior Management Service from the (NSG) National School of Government). A valid driver's licence. Be willing to travel extensively.
DUTIES : Develop policies and procedures related to Regional Coordination and Oversight. Coordinate and oversee the appointment and functioning of the Independent Correctional Centre Visitors. Manage the establishment of Visitors Committee (VC's) and ensure the effective and efficient management of the VC's. Manage the facilitation of inmate's complaints. Promote community involvement in correctional matters. Manage all regional functions and responsibilities. Develop effective systems and frameworks to deal with mandatory reporting matters in the regions. Manage, coordinate and foster effective relationships with all stakeholders. Manage and utilise human resources in accordance with relevant directives and legislation. Ensure compliance with the relevant legislative prescripts. Monitor the implementation of policies and procedures. Provide advice and guidance in all areas of your functional and operational responsibility. Report on strategic frameworks on Regional Coordination and Oversight. Compile reports and monitor recommendations.
ENQUIRIES : Mr E Brewis Tel No: (012) 321 0303
APPLICATIONS : Applications to be submitted through following link: https://forms.gle/iWnef272NhP3vGqs6 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.

OTHER POSTS

POST 05/257 : **DEPUTY DIRECTOR: COMPLAINTS AND MANDATORY REPORTING REF NO: JI 02/2026**
Directorate: Inspections and Compliance Monitoring

SALARY : R896 436 per annum (Level 11), TCE package
CENTRE : Centurion
REQUIREMENTS : Applicants must be in possession of a Matric/Senior Certificate, B Proc / LLB Degree or other relevant recognized legal qualification on NQF 7 as recognised by SAQA. Minimum of 7 years' experience of which 5 years managerial experience in legal services. In depth knowledge and understanding of the constitution, Correctional Services Act and other legal framework governing the correctional environment. Good communication skills (verbal and written), Report writing skills, facilitation skills, coordination skills, analytical skills, accuracy and flexibility. Planning and organising skills and working independently and co-operative. Pro-activeness and professionalism are essential. Knowledge of basic principles on drafting contracts, legislative drafting and litigation will be an added advantage. Valid driver's license is essential, willingness to travel extensively.
DUTIES : The successful candidate will be responsible for, amongst others, to attend to mandatory and complaints reports and recommendations. Formulate policies and procedures relating to complaints and mandatory reporting sub-

directorate. Facilitate and co-ordinate the drafting of regulations, policies, contracts and other necessary legal documents for the JICS. Management of complaints, mandatory reports and recommendations, develop and implement effective 28 systems and frameworks in dealing with complaints and mandatory reports and ensure that complaints are attended to timeously. Ensure compliance with legislation in dealing with inmates' complaints and mandatory reports. Manage, coordinate and foster effective relationships with all relevant stakeholders. Manage, evaluate and monitor performance of employees, ensure development and training of staff. Manage and monitor the utilisation of the sub-directorates budget.

ENQUIRIES : Ms. T Nhlanzi – Ngema Tel No: (012) 321 0303
APPLICATIONS : Applications to be submitted through following link: https://forms.gle/EEuro9U3iT37Gwg49 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.

POST 05/258 : **REGIONAL INSPECTOR & INVESTIGATIONS REF NO: JI 03/2026**
Directorate: Inspections and Compliance Monitoring

SALARY : R397 116 per annum (Level 08)
CENTRE : Central Management Region - Bloemfontein
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. 3-year relevant tertiary qualification in Criminal Justice or relevant field on NQF 6 as recognized by SAQA. 1-3 years relevant working experience (interviewing, taking of statements and collecting evidence). Assertive and able to adhere to deadlines. Attention to detail and excellent report writing skills. Ability to work effectively without supervision but also in a team. Unendorsed driver's license is essential as well as willingness to travel extensively at short notice (including weekends). Proficiency in English and at least one other official language.
DUTIES : The successful candidate will be responsible for inspections and investigations at correctional centres in the regions. Compile reports of completed inspections and investigations and refer it to the Manager: Inspections/investigations. Administrative tasks related to inspections and investigations in the regions. Profiling of correctional centres and perusing reports received from Independent Correctional Centre Visitors (ICCV's) in the region. Liaise with DCS regarding findings and recommendations on JICS inspections and investigations.
ENQUIRIES : Mr. L De Souza Tel No: (012) 321 0303)
APPLICATIONS : Applications to be submitted through following link: https://forms.gle/wP5vy1xXbU7tX7ug7 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.

POST 05/259 : **ADMINISTRATION CLERK REF NO: JI 04/2026**
Directorate: Regional Coordination and Oversight

SALARY : R228 321 per annum (Level 05)
CENTRE : Eastern Cape Regional Office – East London
REQUIREMENTS : Applicants must be in possession of a grade 12 /senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is essential.
DUTIES : The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Office (draft correspondence, management of calendars for senior team members and assist with travel arrangements etc.). Managing petty cash and petty cash register.
ENQUIRIES : Ms. J Gericke / Ms N Sifesane Tel No: (043) 722 2729
APPLICATIONS : Applications to be submitted through following link: https://forms.gle/X5evLJUWDyvKKu4z6 or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200

POST 05/260 : **ADMINISTRATIVE CLERK: AUXILIARY SERVICES REF NO: JI 05/2026**
Directorate: Regional Coordination and Oversight

SALARY : R228 321 per annum (Level 05)
CENTRE : Eastern Cape Regional Office – East London

REQUIREMENTS : Applicants must be in possession of a grade 12/senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is a requirement

DUTIES : 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 when required.

ENQUIRIES : Ms. J Gericke / Ms N Sifesane Tel No: (043) 722 2729

APPLICATIONS : Applications to be submitted through following link: https://forms.gle/EBZSVBWjvEFaHBXn7 or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200

POST 05/261 : **INDEPENDENT CORRECTIONAL CENTRE VISITOR (X12 POSTS)**
(36-month contract appointment)

SALARY : R85 620 per annum (3/8th, Level 05), plus 37% in lieu of benefits.

CENTRE : **KwaZulu Natal Management Region:**
Melmoth Correctional Centre Ref No: JI 06/2026
Ekuseni Correctional Centre Ref No: JI 07/2026
Ncome Medium B Correctional Centre Ref No: 08/2026
Newcastle Correctional Centre Ref No: 09/2026
Eastern Cape Management Region:
Regional Office Ref No: JI 10/2026
Western Cape Management Region:
Brandvlei Medium Correctional Centre Ref No: JI 11/2026
George Correctional Centre Ref No: JI 12/2026
Oudtshoorn Correctional Centre Ref No: JI 13/2026
Pollsmoor Medium C Correctional Centre Ref No: JI 14/2026
Goodwood Correctional Centre Ref No: JI 15/2026
Northern Management Region:
Regional Office: Centurion Ref No: JI 16/2026
Mogwase Correctional Centre Ref No: JI 17/2026
Johannesburg Medium B Correctional Centre Ref No: JI 18/2026
Western Cape Management Region:
Brandvlei Medium Correctional Centre Ref No: JI 11/2026
George Correctional Centre Ref No: JI 12/2026
Oudtshoorn Correctional Centre Ref No: JI 13/2026
Pollsmoor Medium C Correctional Centre Ref No: JI 14/2026
Goodwood Correctional Centre Ref No: JI 15/2026

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

APPLICATIONS : **KwaZulu Natal Management Region:** Submitted online through the links below or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001.
Melmoth Correctional Centre: https://forms.gle/eSSfGyeK29NmXVB1A
Ekuseni Correctional Centre: https://forms.gle/zxL4cQMoTEr4Dxo28
Ncome Medium B Correctional Centre: https://forms.gle/znfNw3ySAYmbwNhz9
Newcastle Correctional Centre: https://forms.gle/6RHV53HRGuwbNPFR7

Eastern Cape Management Region: Submitted online through following link https://forms.gle/Jh4d217ocQbeCK5Y7 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
Brandvlei Correctional Centre: https://forms.gle/KpLKyMNWUhxwJdp56
George Correctional Centre https://forms.gle/SRAMAym85StTFH6g7
Oudtshoorn Correctional Centre https://forms.gle/sGgTVCiMDhLDmJFa9
Pollsmoor Medium C Correctional Centre https://forms.gle/pztCE71j54VDQe7D8
Goodwood Correctional Centre https://forms.gle/cdPPMrSm6M5T47M29
Northern Management Region: Submitted online through the links mentioned below or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046
Regional Office: Centurion: https://forms.gle/P1MKpHGHJidDzw5AA
Mogwase Correctional Centre: https://forms.gle/eT9JYms4EcvkPnAc9
Johannesburg Medium B Correctional Centre: https://forms.gle/z8VRNouCZPTb6bWX7

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 : 02 March 2026

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. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 05/262 : **ASSISTANT MANAGER: FINANCE REF NO: 01/01/26 OLSO**

SALARY : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Legal Services Ombud: Centurion

REQUIREMENTS : Grade 12 and National Diploma (NQF 6)/ Bachelor's Degree in Financial Management; Economics; Public Finance or relevant equivalent qualification. A minimum of three (3) years' experience in Supply Chain Management, Transaction and Payment Processing and Budget Management; Knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Planning and Budget procedures in the public sector and other relevant Treasury Regulations and Instruction notes; Ability to interpret and apply policies. Must have experience in operating transversal financial systems (BAS, JYP and PERSAL); A valid driver's licence. Skills and Competencies: Good communication skills; Interpersonal relations; Sound analytical; Problem-solving skills; Computer literacy; Creativity; innovative; flexibility and highly motivated; Ability to work independently; Ability to work under pressure; Strong leadership and management capabilities; Organising; presentation and facilitation skills.

DUTIES	:	Key Performance Areas: Process payments and travel and subsistence claims; Compile financial reporting inputs on a regular basis; Verify and register all suppliers on departmental financial systems; Provide petty cash to managers and update payment documents (batch/document control); Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control, and resource management; Provide effective people management.
ENQUIRIES	:	Ms MV Shivuri Tel No (010) 023 5508
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue OR OLSOenquiries@justice.gov.za.
POST 05/263	:	**OFFICE ADMINISTRATOR REF NO: 02/ 01/26 - OLSO**
SALARY	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	Legal Services Ombud: Centurion
REQUIREMENTS	:	Grade 12 and National Diploma NQF 6 in Administration or equivalent. A minimum of 3 years' experience in executive support supplemented with good administrative skills; Knowledge and understanding of financial, provisioning and procurement prescripts and procedures; Knowledge of government policies in general; Knowledge and understanding of OLSO operational policies and procedures. Skills and Competencies: Communication (verbal and written); Computer literacy; Problem-solving; Planning and organizing; Project management; Report writing skills; Good interpersonal relations; Attention to details; Ability to work independently.
DUTIES	:	Key Performance Areas: Provide Secretarial and administration support; Provide clerical and administrative support; Co-ordinate events and meetings on behalf of the Office of the Ombud. Attend to enquiries and assist in drafting correspondence.
ENQUIRIES	:	Ms. MV Shivuri Tel No (010) 023 5508
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001. OR Physical address: 2007 Spiral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR OLSOenquiries@justice.gov.za.
POST 05/264	:	**CHIEF ACCOUNTING CLERK: THIRD PARTY FUNDS REF NO: 26/11/FMS (X2 POSTS)**
SALARY	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office, Pretoria
REQUIREMENTS	:	Grade 12 or equivalent qualification; A minimum of 3 years' relevant experience; Knowledge of Public Finance Management Act and Budget Management, Public Service Regulations, Public Service Act, Treasury Regulations, Division of Revenue Act, Preferential of Procurement Policy Framework Act and Public Audit Act. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Research and analytical skills; Policy development; Report writing; Accuracy and attention to detail; Presentation and facilitation skills; Good communication skills (verbal and written); Teamwork; Technical proficiency.
DUTIES	:	Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform salary administration support services; Supervise and perform bookkeeping support services; Render a budget support service; Provide effective people management.
ENQUIRIES	:	Ms A van Ross Tel No: (012) 315 1094
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
POST 05/265	:	**ADMINISTRATIVE CLERK: PROVINCIAL COORDINATION REF NO: 4/01/26 OLSO (X2 POSTS)**
SALARY	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	Office of the Legal Services Ombud: Cape Town (X1 Post) Centurion (X1 Post)

REQUIREMENTS	:	Grade 12 or equivalent qualification; Knowledge of clerical duties, Knowledge of working procedures in terms of the working environment. Skills and Competencies: Computer literacy; Good communication skills; Planning and organising skills; Interpersonal skills. Communication skills (verbal & written); Interpersonal relations; Ability to work under pressure and be self-motivated; Attention to details.
DUTIES	:	Key Performance Areas: Provide catering support services; Keep stock of kitchen utensils and equipment; Book and prepare boardroom for meetings; Provide supply chain clerical support services as well as general clerical support within the component; Coordinate and consolidate provincial operations statistics.
ENQUIRIES	:	Ms MV Shivuri Tel No: (010) 023 5508
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P.O Box 1202, Pretoria 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR OLSOenquiries@justice.gov.za.
NOTE	:	Separate application must be made quoting the relevant office.
POST 05/266	:	**ADMINISTRATIVE CLERK: PROVINCIAL COORDINATION REF NO: 8/10/25 OLSO**
SALARY	:	R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	Office of the Legal Services Ombud: Centurion
REQUIREMENTS	:	Grade 12 or equivalent qualification; Knowledge of clerical duties, Knowledge of working procedures in terms of the working environment. Skills and Competencies: Computer literacy; Good communication skills; Planning and organizing skills; Interpersonal skills. Communication skills (verbal & written); Interpersonal relations; Ability to work under pressure and be self-motivated; Attention to details.
DUTIES	:	Key Performance Areas: Provide clerical, messenger, driver and support services; provide driver and messenger services by maintaining accurate and up to date schedule trip sheets; log official trips, daily mileage and fuel consumption; perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times; Collect, distribute and control movements of documents; Report incidents and accidents timeously and compile vehicle condition reports.
ENQUIRIES	:	Ms MV Shivuri Tel No: (010) 023 5508
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P.O Box 1202, Pretoria 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR OLSOenquiries@justice.gov.za.
POST 05/267	:	**ADMINISTRATION CLERK REF NO: 26/08/CS**
SALARY	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office: Pretoria
REQUIREMENTS	:	Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Planning and organizing skills; Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
DUTIES	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
ENQUIRIES	:	Ms. A. Van Ross Tel No: (012) 315 1094
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

OTHER POSTS

POST 05/268 : **CHAIRPERSON OF RISK COMMITTEE MEMBER REF NO: 3/1/1/1/2026/21**
Chief Directorate: Risk Management

SALARY : This appointment is for a period of three years. Those appointed will be expected to sign a contract. The members will be remunerated according to hourly tariff determined by Auditor-General of South Africa (AGSA) as provided for in Treasury Regulation 20.2.3.

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of Minimum a post graduate qualification (NQF Level 8) in the field of at least one of the following qualifications: Development Studies / Risk Management / Public Administration / Information Technology / Law / Economics / Social Science / Rural Development / Political Science or MBA. The incumbent must be an independent external Chairperson, with extensive knowledge and experience in relevant regulations and prescripts, including the Public Finance Management Act (PFMA), Treasury Regulations, ISO31000, King IV report on Corporate Governance, the Committee of Sponsoring Organisations (COSO) and Public Sector Risk Management Framework. Must have previously served on the Risk Management / Audit Committee. Experience in Strategic Planning, Stakeholder relations / management, Risk Management, Financial Management, Internal Control, Compliance, Anti-Fraud and Corruption, Business Continuity and Auditing. Experience and suitable skills in Risk Governance, Compliance Management and Ethics Management. Experience / know how in designing, implementing and monitoring Business Continuity Management strategies. Experience in serving in oversight committees. Knowledge and or experience in the public sector will be an added advantage. Must be a member of a professional body, preferably in Risk Management. Certified Risk Management Practitioner / Professional.

DUTIES : The primary objective of the Risk Management Committee is to assist the Accounting Officer to discharge his duties in respect of risk management with an ultimate aim of achieving the Department's objectives. The incumbent's duties will be to: Provide an oversight role on the review and monitoring implementation of the risk management framework, policy, charter and strategy within the Department. Provide guidance on integration of risk management into planning, monitoring and reporting processes. Ensures that the internal audit function's role and mandate are reviewed and approved, as well as the annual internal audit plan. Provide advice / guidance on setting and review of the risk appetite, tolerance levels, and anti-fraud measures. Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues. Perform any other duties of the Risk Management Committee as specified in the terms of reference (Committee Charter). Ensures that the committee oversees compliance with relevant regulations and legal requirements. Report annually to the Executive Authority through Audit and Risk Committee. Ensures that the committee reviews and approves risk policies and controls to ensure they are effective in mitigating risks. Management of the committee. Take all reasonable steps to ensure that the committee fulfils its responsibilities and obligations. Calling and chairing quarterly meetings. Set the agenda for each Committee meeting with the Chief Risk Officer. Maintain an ethical and responsible decision-making framework at Committee level and address any potentially unethical or dishonest situations or potential conflict of interest brought to his / her attention in a timely and efficient manner. Act as liaison between the Accounting Officer and Risk Committee. Provide overall leadership to the Committee without limiting the principles of collective responsibilities of Committee decisions. Running the meeting: Set an agenda for each meeting. Chair the meeting to the RMC, take all reasonable steps to encourage participation of all committee members in the Committee meetings and facilitate free and constructive discussion and maintain a good relationship with the secretariat to ensure that all tasks which were completed between the meetings are completed.

ENQUIRIES : Ms N Mfuphi Tel No: (012) 312 9783

APPLICATIONS	:	Please submit your application before the closing date as late applications will not be considered. A motivation / Application letter, relevant certified qualifications and CV should be provided. Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to CRCM@dlrrd.gov.za
CLOSING DATE	:	27 February 2026 at 16:00
POST 05/269	:	**RISK COMMITTEE MEMBERS REF NO: 3/1/1/1/2026/22 (X3 MEMBERS)** Chief Directorate: Risk Management
SALARY	:	This appointment is for a period of three years. Those appointed will be expected to sign a contract. The members will be remunerated to hourly tariff determined by Auditor-General of South Africa (AGSA) as provided for in Treasury Regulation 20.2.3.
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Applicants must be in possession of Minimum a post graduate qualification (NQF Level 8) in the field of at least one of the following qualifications: Development Studies / Risk Management / Public Administration / Information Technology / Law / Economics / Social Science / Rural Development / Political Science or MBA. Knowledge and experience of serving in oversight structures or strategic advisory role to either Accounting Officer / Board / Executive Authority. In-depth understanding of public sector and its policy frameworks. Rural Development expert: In-depth understanding of rural development policy, Capabilities to develop agronomy policy frameworks, Knowledge of international and regional trade investment strategy on development, Understanding of South African Land Reforms, Experience in the development of Rural Development programmes, Information and Communication Technology (ICT) expert: ICT policy development and implementation, ICT stakeholder relations strategy development and implementation, In-depth understanding of international digital / technology spectrum, ICT international trade and investment strategy, Ability to advise on national and international laws governing ICT, In-depth understanding of the ICT industry in relation rural development (e-rural development). Law expert: Admitted attorney, Understanding and application of law on Reform, Rural Development and Tenure, Provide strategic advice on the development and application of corporate governance.
DUTIES	:	Risk Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations and operate according to its approved charter. The Committee will meet at least four times per year. The Risk Committee will fulfil its oversight responsibilities to ensure that the Department maintains effective, efficient, and transparent systems of financial, risk management, governance, internal control and ethics management. The committee will review the effectiveness of the Risk Management activities and provide direction on areas of improvement. The Risk Management Committee will also ensure compliance with legislation and assist the Accounting Officer in the effective execution of his / her responsibilities by reporting and making recommendations to the Accounting Officer and the departmental Risk Committee. The roles and responsibilities of the Risk Committee are clearly defined in the approved Departmental Charter of the Committee.
ENQUIRIES	:	Ms N Mfuphi Tel No: (012) 312 9783
APPLICATIONS	:	Please submit your application before the closing date as late applications will not be considered. A motivation / Application letter, relevant certified qualifications and CV should be provided. Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to RCM@dlrrd.gov.za
CLOSING DATE	:	27 February 2026 at 16:00

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 : 02 March 2026

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). 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
ERRATUM: DDPP: Durban: Finance Clerk: Supervisor with Ref No: Recruit 2025/221; DDPP: Durban Finance Clerk with Ref No: Recruit 2025/301 advertised in Public Service Vacancy Circular 15 dated 09 May 2025; IDAC: Senior Criminal Investigator (X6 Posts) with Ref No: Recruit 2025/383 advertised in Public Service Vacancy Circular 22 of 27 June 2025; IDAC: Senior Criminal Investigator (2 posts) with Ref No: Recruit 2025/504 advertised in Public Service Vacancy Circular 37 dated 27 October 2025; IDAC: ICT

Administrator with Ref No: Recruit 2025/559 advertised in Public Service Vacancy Circular 41 dated 24 November 2025; AFU: State Advocate with Ref No: Recruit 2025/38 advertised in Public Service Vacancy Circular 07 dated 21 February 2025 are hereby withdrawn.

OTHER POSTS

POST 05/270 : **SENIOR STATE ADVOCATE**
Sexual Offence and Community Affairs

SALARY : R1 195 110 - R1 859 814 per annum (LP-9), (Total cost package)

CENTRE : Mpumalanga (Nelspruit) Ref No: Recruit 2026/29 (Re-advert)
KwaZulu-Natal (Durban) Ref No: Recruit 2026/30 (Re-advert)
Free-State (Bloemfontein) Ref No: Recruit 2026/31
North-West (Mmabatho) Ref No: Recruit 2026/32 (Re-advert)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. Working knowledge of the law and management of gender-based violence related matters, sexual offences matters, domestic violence matters, child justice matters, maintenance related matters and trafficking in persons matters. Knowledge and application of relevant legislation, regulations and policies relating to the aforementioned. Good planning skills, including administrative, organisational and project management skills. Skills in public awareness initiatives and stakeholder management. Experience as a trainer in related fields of the SOCA Unit mandate. Knowledge of strategic planning and operational implementation of initiatives. Good verbal and written communication skills. General computer literacy in MS Word, Teams, Excel, Outlook and PowerPoint. Valid driver's license.

DUTIES : Manage the portfolios assigned by the Special Director or his/her representative. Manage, train and guide SOCA cluster managers, prosecutors, TCC staff and stakeholders in respect of all matters relating to the SOCA mandate. Implement strategic initiatives and deliverables in line with the SOCA business unit plan. Operational management of the TCC sites in the respective province to ensure optimal efficacy. Performance management and assessment of allocated staff members. Quality control of statistics and performance management in relation to SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Liaison and management of relevant stakeholders. Initiate, coordinate and participate public awareness campaigns relevant to the SOCA mandate. Participation in GBV fora in respect of the SOCA mandate both provincially and nationally is required. Initiate, coordinate and deliver training sessions relevant to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to SOCA mandate, representations and to make and review decisions with regard to the institution of criminal proceeding. Prepare cases for court, appear in appeals and reviews as well as prepare court opinions on the instruction of Special Director. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media on request of the Special Director or her representative. Perform any other task the Special Director or his/her representative deems to be necessary. Ensure that a high standard of professional work is being carried out. The candidate must be available to travel extensively, both provincially and nationally, when required.

ENQUIRIES : Mpumalanga (Nelspruit) Adv Christa du Plessis Tel No: (013) 045 0652
KwaZulu -Natal (Durban) Adv Omashani Naidoo Tel No: (031) 334 5192
Free-State (Bloemfontein) Adv Ernst Van Rensburg Tel No: (051) 410 6044
North-West (Mmabatho) Adv Joseph Phelane Tel No: (018) 381 9053

APPLICATIONS : Mpumalanga (Nelspruit) e mail: Recruit202629@npa.gov.za
KwaZulu-Natal (Durban) e mail: Recruit202630@npa.gov.za
Free-State (Bloemfontein) e mail: Recruit202631@npa.gov.za
North-West (Mmabatho) e mail: Recruit202632@npa.gov.za

POST 05/271 : **DEPUTY CHIEF PROTECTOR REF NO: RECRUIT 2026/33**
Office of Witness Protection

SALARY : R1 059 105 per annum (MMS Level 12), (Total cost package)
CENTRE : Northern Cape (Kimberley)
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.
DUTIES : 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.
ENQUIRIES : C Immelman Tel No: 053 807 4561
APPLICATIONS : e mail: Recruit202633@npa.gov.za

POST 05/272 : **REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2026/34**
National Prosecutions Service

SALARY : R1 032 906 - R1 675 743 per annum (Level SU-3), (Total cost package)
CENTRE : CPP: Kimberley (De Aar)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
DUTIES : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail: Recruit202634@npa.gov.za

POST 05/273 : **STATE ADVOCATE**
National Prosecutions Service

SALARY : R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : DPP: Kimberley Ref No: Recruit 2026/35

CPP: Mthatha Ref No: Recruit 2026/36

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in the prosecution of Sexual Offences, Criminal Procedure, Civil litigation and management of gender-based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Well-developed skills in legal research. Experience in guiding investigations and giving instructions in law and statutory offences. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Ability to act independently or with minimum supervision. A valid driver's license.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter ilia guiding investigations, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. Study appeals and review, prepare options and heads of argument in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. To ensure criminal and civil litigation in compliance with requirement legally impose upon the state regarding aspects of criminal activities relevant to the mandate of NPA on the management of Gender based violence and all matters incidental thereto. To track and monitor and facilitate matters through criminal Justice Systems. Manage the court roll at dedicated sexual offence court. Ensuring a reduction of turnaround time finalization of cases in line with the mandate of NPA. Assist to improve the conviction rate. Supervise and train and develop relevant role players where required. Submit monthly reports (including statistics) regarding performance management.

ENQUIRIES : DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
CPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669

APPLICATIONS : DPP: Kimberley e mail: Recruit202635@npa.gov.za
CPP: Mthatha e mail: Recruit202636@npa.gov.za

POST 05/274 : **STATE ADVOCATE REF NO: RECRUIT 2026/37**
National Prosecutions Service

SALARY : R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)

CENTRE : DPP: Mthatha

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision. A valid driver's license.

DUTIES : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Ziyanda Mtwazi Tel No: (047) 501 2632

APPLICATIONS	:	e mail: Recruit202637@npa.gov.za
POST 05/275	:	**REGIONAL COURT PROSECUTOR** National Prosecutions Service
SALARY	:	R630 630 R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
CENTRE	:	CPP: Odi (Moretele) Ref No: Recruit 2026/38 CPP: Welkom Ref No: Recruit 2026/39
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
DUTIES	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
ENQUIRIES	:	CPP: Odi (Moretele) Flora Kalakgosi Tel No: (018) 381 9041 CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS	:	CPP: Odi (Moretele) e-mail: Recruit202638@npa.gov.za CPP: Welkom e-mail: Recruit202639@npa.gov.za
POST 05/276	:	**DISTRICT COURT CONTROL PROSECUTOR** National Prosecutions Service
SALARY	:	R630 630. R1 450 323 per annum (Level SU-1 to SU-2), (Total cost package), (excluding benefits)
CENTRE	:	CPP: Odi (Ga- Rankuwa) Ref No: Recruit 2026/40 CPP: Kimberley (Hartswater) Ref No: Recruit 2026/41
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in the District court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
DUTIES	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
ENQUIRIES	:	CPP: Odi (Ga-Rankuwa) Flora Kalakgosi Tel No: (018) 381 9041 CPP: Kimberley (Hartswater) Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS	:	CPP: Odi (Ga-Rankuwa) e-mail: Recruit202640@npa.gov.za CPP: Kimberley (Hartswater) e-mail: Recruit202641@npa.gov.za
POST 05/277	:	**THUTHUZELA CARE CENTRE: TCC CO-ORDINATOR REF NO: RECRUIT 2026/42** Sexual Offences and Community Affairs
SALARY	:	R397 116 per annum (Level 08), (excluding benefits)

CENTRE : TCC: Emalahleni – Witbank (Mpumalanga)

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Law/ Social Sciences or equivalent. Minimum two (2) years relevant experience. Supervisory experience will be an added advantage. Positive security clearance. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination, administrative skills and counselling experience. Strong Stake Holder Management experience. Knowledge of Rape care management. Good verbal and written communication skills as well as computer literacy are critical. Working knowledge of court and police processes. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Good planning and supervisory experience. Leadership, people management and empowerment. Sound coordination, administrative skills and counselling experience. Strong Stakeholder Management experience. Knowledge of Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Supervisory experience will be an added advantage. Positive security clearance. Valid driver's licence.

DUTIES : Manage and prioritize matters. Liaise with medical offices and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services required to survivor. Arrange transport for survivor and ensure service is available. Assist and give necessary support to the rape survivor if required. Arrange and co-ordinate meetings between role-players to deal with difficulties. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly and quarterly reports on work activities. Host a range of donors, government personnel etc that will visit the centre. Other related duties deemed necessary.

ENQUIRIES : Christa du Plessis Tel No: (013) 045 0652

APPLICATIONS : e mail: Recruit202642@npa.gov.za

POST 05/278 : **COURT PREPARATION OFFICER**
National Prosecutions Service

SALARY : R325 101 per annum (Level 07), (excluding benefits)

CENTRE : CPP: Mmabatho (Taung) Ref No: Recruit 2026/43
CPP: Cape Town (Atlantis) Ref No: Recruit 2026/50

REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioural Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.

DUTIES : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.

ENQUIRIES : CPP: Mmabatho (Taung) Flora Kalakgosi Tel No: (018) 381 9041
CPP: Cape Town (Atlantis) Phyllis Lujabe Tel No: (021) 487 7281

APPLICATIONS : CPP: Mmabatho (Taung) e mail: Recruit202643@npa.gov.za
CPP: Cape Town (Atlantis) e mail: Recruit202650@npa.gov.za

POST 05/279 : **PERSONAL ASSISTANT REF NO: RECRUIT 2026/44**
National Prosecutions Service

SALARY : R325 101 per annum (Level 07), (excluding benefits)

CENTRE : CPP: Odi (Rustenburg)

REQUIREMENTS Grade 12 and secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different

background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration.

DUTIES : Provide secretarial, administration support (including answering telephone and handling of diary to the senior managers) Typing letters, memorandums and presentations. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings. Develop maintain an accessible and user-friendly filing system. Performing secretarial and other related administration tasks. Case administration.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail: Recruit202644@npa.gov.za

POST 05/280 : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2026/45**
National Prosecutions Service

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Mthatha
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Administration / Office Administration/Public Management. Minimum two (2) years' relevant experience at Registry, Administration and Docket & Document Management Section. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulation pertaining to PFMA Act, Treasury Regulations and other government related legislations. Well vested with archiving system and disposal procedures. Knowledge of accounting and Asset Management. Experience in cash handling and cash management Willingness to travel. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. A valid driver's licence

DUTIES : To render administration services within the legal Administration Section. Supervise and render administrative support services. Supervise and provide personnel administration services within the component. Administer court rolls. Process case files. Maintain registers (murder, rape, appeals, police dockets etc) Compile, collate and submit court statistics. Provide advice to the DPP office on administration issues. Assess staff performance. Update the relevant register. Allocate and ensure the quality of work. Train and develop administration staff members. Responsible for administration and management of docket movement within the region. Ensure proper maintenance of files, pending files, correct referencing of all incoming mail/documents and keep proper record of movement of files within the office. Opening and closing files according to the record classification system and proper filing of documents both electronically and manual. Administration and management of case storeroom/ regional archives to ensure safe keeping of records. Handling telephone and other enquiries. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Facilitate and coordinate the drawing, collation and overall control of the administration section in DPP office.

ENQUIRIES : Ziyanda Mtwazi Tel NO: 047 501 2289
APPLICATIONS : e mail: Recruit202645@npa.gov.za

POST 05/281 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/46**
Priority Crime Litigation Unit

SALARY : R228 321 per annum (Level 05), (excluding benefits)
CENTRE
Head Office: Pretoria
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration related qualification will be an added advantage. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication skills. General computer literacy skills. Ability to act independently. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills.

DUTIES : Provide high level 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 members of the public, other organisations and State Departments. Liaise with administration 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 and faxes within the office and render general administrative support such as filling, photocopying, faxing, receiving and dispatching of documents.

ENQUIRIES : Mlungisi Baloyi Tel No: (012) 845 6927

APPLICATIONS : e mail: Recruit202646@npa.gov.za

POST 05/282 : **SUPPLY CHAIN CLERK REF NO: RECRUIT 2026/47**
Strategy Operations and Compliance: Supply Chain Management

SALARY : R228 321 per annum (Level 05), (excluding benefits)

CENTRE : DPP: Mthatha

REQUIREMENTS : Grade 12 or equivalent qualification Sound knowledge of the PFMA, Treasury Regulations and supply chain management. Able to work extended hours where necessary. Excellent communication and administrative skills Computer literacy in Ms Excel, Word (Intermediate) and Outlook. Good written and verbal communications skills. Able to work under pressure. Be Reliable, tolerant and determined.

DUTIES : Provide administrative and specialized procurement support to the NPA. Capture and compile requests for procurement for approval. Request quotations for goods and services. Liaise with internal and external clients. Maintain comprehensive database 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 as deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.

ENQUIRIES : Ziyanda Mtwazi Tel No: (047) 501 2632

APPLICATIONS : e mail: Recruit202647@npa.gov.za

POST 05/283 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/48**
Investigating Directorate Against Corruption
Re-advert

SALARY : R228 321 per annum (Level 05), (excluding benefits)

CENTRE : Pretoria: Head Office

REQUIREMENTS : Grade 12 or equivalent. Able to type. Ability to work independently and under pressure. Integrity, reliable, tolerant, and determined. Ability to identify and handle highly confidential matters. 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. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Matodzi Makhari Tel No: (012) 845 6012

APPLICATIONS : e mail: Recruit202648@npa.gov.za

POST 05/284 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/49 (X2 POSTS)**
Sexual Offences and Community Affairs

SALARY : R228 321 per annum (Level 05), (excluding benefits)

CENTRE : Head Office: Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration related qualification will be an added advantage. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication skills. General computer literacy skills. Ability to act independently. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills.

DUTIES : To provide administration services and support for the Senior Staff in the SOCA unit and the TCCs and TCC staff in the Gauteng Province. Process and capture DNA data reports and NPA regional divisions requests. Receive all incoming DNA reports. Rename reports according to an established naming protocol. Review and validate DNA reports and outcomes received from Forensic Sciences Laboratories (FSL). Capture of details of the reports on two different databases. Capture priority requests for Gender Based Violence (GBV) and murder cases on two different databases. Allocate and classify reports and requests according to results in database using a SAPS CAS no. Ensure admin support to all SOCA Gauteng Province staff which includes managing documents and a proper filing system. Provide administration and processing of procurement request as well as Logistic Arrangement, administer leave register, to assist the senior staff with minute taking and collation of provincial meetings, collation of information requested by National Office and to Implement and ensure compliance with policies and procedures. Liaise with customers/stakeholders. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regard to official matters. Submit monthly reports on work activities. Manage and process timeously all leave, travelling arrangements for all SOCA staff which includes drafting relevant memos. Receive all cell phone and S&T claims and timeously forward on for processing via the correct NPA administrative process. Distribute relevant resources (stationary, clothing material for campaigns) as per senior/supervisor. Alignment and proper utilization of financial resources. Make sure that filing of documents is done timeously and effectively. Assist with Admin issues in relation to Training. Coordinate the management of the assets for the unit.

ENQUIRIES : Evy Popela Tel No: (012) 845 6593

APPLICATIONS : e mail: Recruit202649@npa.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

Gauteng/Land Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

Free State Supreme Court of Appeal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

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

CLOSING DATE : 27 February 2026

NOTE : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the

event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

OTHER POSTS

POST 05/285	:	**ASSISTANT DIRECTOR: JUDICIAL SUPPORT REF NO: 2025/401/OCJ**
SALARY	:	R468 459 – R551 823 per annum (Level 09), (The successful candidate will be required to sign a performance agreement.
CENTRE		Supreme Court of Appeal: Bloemfontein
REQUIREMENTS	:	Applicants should be in possession of a National Diploma in Office Management/Business Administration/Relevant qualification at (NQF level 6). A minimum of three (3) years' relevant experience in an administrative office management environment. Knowledge of relevant legislation, policies and prescripts. Knowledge of online court systems. Knowledge of information resources and online retrieval of information. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements Skills and Competencies: Good communication skills (verbal and written). Facilitation skills. Report writing skills. Presentation skills. Problem solving and decision-making skills. Interpersonal relations. Organisational skills and the ability to multitask. Professional telephone manner. People management and empowerment. Strategic capability and leadership skills. Ability to work under pressure. Assertiveness. Meticulousness.
DUTIES	:	Provide judiciary administrative support services. Manage the administration in the office of the judge. Arrange and diarize meetings and appointments involving the judge. Coordinate all engagements related to the office of the judge. Ensure attendance on all queries addressed to the office of the judge. Attend to general correspondence in the office of the judge, including but not limited to drafting and compiling all memos, letters, reports and presentations, by the judge. Coordinate and administer leave management of the office of the judge. Ensure effective management of the judicial matters and resources within the office of the judge. Attend to correspondence in relation to reserved judgments as well as complaints arising from reserved judgments. Coordinate arrangements for the reconstruction of delayed appeals records. Facilitate the monthly reserved judgments statistics and updating the reserved judgments register. Administer the budget of the office of the judge. Collect and co-ordinate inputs from all role players including all necessary documentation to inform the budgetary processes. Source and certify the correctness of invoices and statements regarding expenditure in the judge's office. Provide logistical support services for the judge. Coordinate all logistics for meetings and other engagements of the judge, including the submission of reports and presentations as well as the implementation of resolutions emanating from such meetings. Ensure necessary secretariat support in all meetings chaired by the judge. Manage travel arrangements and complete documentation for approval. Provide a record management function, including collection, distribution, retrieval and filling of records.
ENQUIRIES	:	Technical Related Enquiries: Mr V.Z.J Zwane Tel No: (051) 492 4696 HR Related Enquiries Ms N. De La Rey/Ms D. Peters Tel No: (051) 492 4585/73
APPLICATIONS	:	Applications can be sent via email at 2025/401/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 05/286	:	**JUDGE SECRETARY REF NO: 2025/402/OCJ**
SALARY	:	R325 101 - R 382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
CENTRE		Land Court: Randburg
REQUIREMENTS	:	Applicants should be in possession of a Grade 12. A minimum of one (01) to two (2) years secretarial experience. A valid driver's license. An LLB Degree, Bachelor of Law Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor of Law Degree will serve as an advantage and results must accompany the application All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the

candidate's suitability based on the post's technical and generic requirements. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality.

DUTIES : Ensure attendance and screening of all incoming and outgoing calls. Ensure that appointments and meetings of the Judge are diarized. Ensure that the judgments are typed and filed when delivered. Ensure that Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library. Ensure that all visitors are received, screened and their queries are attended to. Ensure that all incoming and outgoing documents are recorded and filed. Ensure that stationery for the Judge is ordered and collected. Ensure that before the commencement of a Criminal matter the file/s are collected from the Registrar's office at the Criminal section and be made available to the Judge. Ensure that the register of reviews is up to date and signed on receipt and return of the reviews to the review Clerk. Ensure that the register/template of the reserved judgement is updated and notifying the Statistics Officer as well as the office of the Judge President when judgment has been handed down. Ensure that the transcribed judgements from transcribers reach the Judges for approval and signature. Prepare court rolls (when the Senior Judge allocated matters to the Junior Judges) for Opposed Motion and Urgent Court and distribute to stakeholders. Ensure that the Heads of Arguments from various stakeholders (Legal Practitioners and In- person Litigants) are made available to the Judge as per the filing that was done. Inform all parties involved via email and or telephonically of time and date when Judgments and Reserved Judgements will be handed down. Ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings. Ensure that all stakeholders involved are present in court before commencement of proceedings. Ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters. Record the outcome of each matter. Before end of proceedings to verify that each matter on the roll has been called and is furnished with an outcome. Ensure that the correct Oath ID or declaration is administered in court, when required. Ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Prepare an exhibit bundle during and after court proceedings whereby exhibits are flagged and marked as per the Judges instructions. Ensure that the correct order is endorsed on the file, on Court Online and or on Case-lines after it is granted by Judge in court. Ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. Ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer. Ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle. Remind Judge of the invoices so that the submission of the S&T claims can be processed. Ensure the submissions of Cell phone and 3G data claims for process purposes. Ensure that court roll/s is submitted to the Statistical Officer. Ensure that all updates on the loose leafs in the Judges library are attended to (in dispute).

ENQUIRIES : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email at 2025/402/OCJ@judiciary.org.za

NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 05/287 : **REGISTRAR'S CLERK REF NO: 2025/403/OCJ**

SALARY : R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of The High Court: Middelburg

REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate; no experience is required. A three year National Diploma at NQF 6/relevant qualification with 360 credits as recognised by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the. assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in

terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filling system, Mail procedure manual, Promotion of access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, administrative skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated

DUTIES : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondence. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing administration and filing of all appeals and applications for Leave to appeal. Provide administrative support in the Registrar`s office. Prepare, analyse and submit court statistics. Maintain and keep all registers for civil and criminal matters including the provisional rolls. Upload and update case information on registrars' tools, court online and Caseline. Render efficient and effective support services to the court. Issue court processes at the General Office including online. Render case management duties. Attend and oversee to public queries. Filing and archiving civil processes. Provide any other administrative support in general as required by the Chief Registrar or Court Manager. Perform clerical and administrative work within the Court: Register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney, Update the file of return service/s proof services and Safe- keep and dispose of case records. Handle court's request files: Retrieve the requested file and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematically recording of court files, keep record of requests received from litigants. Render case management duties: Attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet).

ENQUIRIES : Technical Related Enquiries: Ms DY Seswene Tel No: (013) 492 2213
HR Related Enquiries: Mr SJ Zwane/ Mr MV Maeko Tel No: (013) 758 0000

APPLICATIONS : Applications can be via email to: 2025/403/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

APPLICATION	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
CLOSING DATE	:	02 March 2026
NOTE	:	Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp.''From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 05/288	:	**LOGISTICAL CLERK/ DRIVER REF NO: DPSA 01/2026**
SALARY	:	R193 359 per annum (Level 04). Annual progression up to a maximum salary of R227 766 per annum is possible, subject to satisfactory performance.
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 10 Certificate at NQF Level 2 or ABET Level 1 as recognized by Umalusi or SAQA. Relevant experience: a Valid Code 8 driver's license. Knowledge of the city or cities in which the function will be performed. Knowledge of Transport Policy, Knowledge of the National Road Traffic Act. Generic Skills: Client orientation and customer focus, Problem solving, Decision Making, Diversity Management, Communication, and Information management, Interpersonal, Facilitation, Negotiation, Presentation, Report writing, Computer literacy.
DUTIES	:	Inspection of vehicle (Water, Fuel, Oil, and Damages), Collect, deliver, and dispatch correspondence and parcels, Transportation of officials to and from their destinations relating to official business, Render general transport duties to departmental officials, Ad hoc transport, and administration duties as and when required.
ENQUIRIES	:	Ms. G. Moshatane Tel No: (012) 336 1440
APPLICATIONS	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed your application to Advert012026@dpsa.gov.za
POST 05/289	:	**CLEANER REF NO: DPSA 02/2026**
SALARY	:	R138 486 per annum (Level 02). Annual progression up to a maximum salary of R163 131 per annum is possible, subject to satisfactory performance.
CENTRE	:	Pretoria
REQUIREMENTS	:	ABET level 04 (Grade 09) or equivalent qualification at NQF level 1. No experience required. Skills and Competencies: Communication skills, interpersonal skills, Planning skills and Initiative. Ability to recognize safety

hazards. Operation of the office equipment and problem solving. Ability to work in a team and concern for others.

DUTIES : Provisioning of cleaning services, clean office corridors, elevators and boardrooms, dust and wax office furniture, sweep, scrub, wax, vacuum and shampoo floors, clean walls, windows and doors, empty and clean dirt bins, collect and remove waste papers, freshen office areas. Clean general kitchens by cleaning basins, wash and keep stock of the kitchen utensils. Clean restrooms by refiling hand wash liquid soap, replacing toilet papers, hand towels and refreshers. Keep and maintain cleaning materials and equipment, report broken cleaning machines and equipment. Clean machines (microwaves, vacuum cleaners, etc.) after use. Request cleaning materials.

ENQUIRIES : Mr. R. Raath Tel No: (012) 336 1110

APPLICATIONS : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed your application to Advert022026@dpsa.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, merit-based employer. The intention is to embed excellence and diversity in the Public Service through the filing of this post with persons whose appointment will drive the vision of the department to use public assets for public good. Women and People with disabilities are encouraged to apply.

CLOSING DATE : 13 March 2026 at 16H00

NOTE : 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 will be expected of the candidate to sign a performance agreement, annually disclose his/her financial interests and be subjected to security clearance 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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) (submitted prior to appointment). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https:www.thensg.gov.za/training –course /sms-pre-entry programme/.Note: For emailed applications, please submit a Single PDF document or One Attachment per application to the email address designated on 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 using the required single pdf document.

MANAGEMENT ECHELON

POST 05/290 : **DEPUTY DIRECTOR-GENERAL: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/44**

SALARY : R1 813 182 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum NQF 08 qualification as recognised by SAQA, in or directly relevant to immovable asset management, real estate management, property or lease management or the built environment plus 08 years' direct senior management experience in real estate management, property investment, or related property functions. An NQF 09 qualification or higher and more than 08 years direct senior management experience as specified will be an added advantage. Leadership & Delivery: A proven and demonstrated track record of orchestrating multidisciplinary professional teams within complex infrastructure delivery and immovable asset management environments. Possesses a deep-seated mastery of the entire asset lifecycle – from strategic inception and acquisition to maintenance, optimisation, and disposal – with a proven ability to translate high-level departmental mandates into tangible business outcomes and long-term strategic objectives. Other added advantage: Relevant professional registration in built sector or property related and private sector property management or immovable asset management experience. Licensing: Possession of a valid, unencumbered driver's licence. Vetting & Compliance: The successful candidate will be required to undergo and maintain a formal security clearance. Professional Agility: The ability and willingness to adjust work hours and schedules to meet critical professional requirements and urgent organisational imperatives. Knowledge: Professional understanding of real estate and property management, including acquisition, disposal, leasing, contract management, maintenance, servitudes and property investment. Legislative frameworks: PFMA, Treasury Regulations, OHS Act, Public Service Act and Regulations, MISS, and relevant built-environment norms and standards. Government structures and intergovernmental linkages across national, provincial and local spheres. Applied commercial law principles relevant to property transactions. Corporate governance, risk management and financial oversight. Human resource management, labour relations and organisational change management. Service Delivery Innovation, transformation frameworks and empowerment policies (B-BBEE, SMME, women and disability inclusion). SKILLS: Strategic capability and leadership at executive level. Programme and project management of large property portfolios. People management, empowerment and talent development. Financial management and resource optimisation. Advanced problem-solving, business transformation and change management. High-level communication, negotiation and stakeholder management skills. Policy development, analysis and implementation. Contract management, quality assurance and operational coordination. Personal Attributes: Innovative, forward-thinking and solutions-driven. High resilience, able to manage complexity under pressure. Strong professional judgement and integrity. Confident, influential and able to establish high-trust relationships. Highly motivated, decisive and able to work independently where required. Excellent leadership presence with the ability to inspire and direct large teams.

DUTIES : Strategic Leadership of Real Estate Management Services: Translate the departmental vision into a coherent branch strategy, structure and operational plan. Provide executive leadership to ensure the branch delivers on its mandate for real estate, portfolio, asset lifecycle and property investment management. Lead the development and implementation of strategies, policies and systems that ensure effective, efficient and compliant management of immovable assets. Real Estate Portfolio Management and Asset Performance: Oversee the full property lifecycle, including acquisition, disposal, leasing, estates, servitudes and maintenance of immovable assets. Ensure optimal utilisation, economic efficiency and sustainability of the national property portfolio. Direct the development and maintenance of the Immovable Asset Register and property information systems. Lead the creation of a master plan for managing both freehold and leasehold government property portfolios. Oversight of Leasing, Contracts and Property Transactions: Ensure timely and compliant management of lease contracts, including renewals, terminations, rent reviews and cost optimisation. Oversee acquisition and disposal processes, ensuring legal compliance, transparency and alignment with

national priorities. Provide executive governance over creditor management, debtor recovery and contract performance within the portfolio. Governance, Compliance and Organisational Performance: Ensure adherence to PFMA requirements, Treasury Instructions, governance frameworks and built-environment standards. Establish and maintain internal controls, risk management systems and monitoring mechanisms to ensure integrity of operations. Evaluate branch performance against strategic objectives and implement corrective measures to drive continuous improvement. Champion organisational transformation, change initiatives and service delivery improvement programmes. Branch Leadership, People Management and Resource Stewardship: Provide visionary leadership to the Branch, ensuring a motivated, skilled, high-performing workforce. Manage the performance, development, labour relations and wellbeing of staff in accordance with HR frameworks and SMS requirements. Manage the branch budget, ensuring financial prudence, accountability and alignment with strategic priorities. Oversee administrative reporting, communication systems, audit responses and quality assurance processes. Research, Policy Development and Industry Intelligence: Lead research into property market trends, built-environment innovations and emerging risks. Identify policy gaps and drive the development or review of legislation, policy frameworks and norms and standards. Ensure that branch practices remain future-focused, efficient, integrated and responsive to the needs of government.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885

APPLICATIONS : All applications for this position must be submitted via email to: Recruitment26-07@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 05/291 : **CHIEF DIRECTOR: STRATEGIC MANAGEMENT REF NO: 2026/45**

SALARY : R1 494 900 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum and appropriate NQF 07 as recognised by SAQA relevant to Strategic Development and Implementation/ Business Management/ Strategic Management/ Data Analytics plus a minimum 5 years senior management experience in strategic management or related fields. An NQF 08 qualification or higher and more than 5 years direct senior management experience as specified will be an added advantage. Ability and willingness to adjust work hours to meet professional and organisational imperatives. Knowledge: Government-wide strategic planning frameworks, policy processes and performance management cycles. Strategic planning, knowledge management, business analysis, risk management and organisational development. Scenario planning, outcomes-based planning and development of strategic frameworks. Public Finance Management Act (PFMA), supply chain management and budget administration processes. Corporate governance, departmental structures and internal protocols. Compliance management, change management, and organisational performance systems. Skills: Strategic and futures thinking, analytical capability, and complex problem solving. Project management, policy analysis, report writing, and high-quality presentation skills. Leadership, interpersonal and diplomacy skills with the ability to influence at senior levels. Strong decision-making and motivational abilities. Communication skills across stakeholder groups. Ability to interpret data, analyse trends, and support evidence-based decision making. Personal Attributes: Innovative, analytical and solution-oriented. Strong managerial maturity and emotional intelligence. High resilience and the ability to operate under pressure. People-centred leadership style with excellent relationship-building ability. Self-driven, adaptable and committed to continuous improvement.

DUTIES : Lead and Direct the Strategic Management Function: Provide strategic leadership and oversight of departmental strategic planning processes. Ensure the development, implementation and annual review of the Department's 5-Year Strategic Plan, Annual Performance Plan (APP) and Branch Operational Plans. Drive alignment across planning, budgeting, monitoring, evaluation and reporting cycles. Ensure high-quality technical support and training to branches, business units and regions on planning, performance and reporting. Lead Department-Wide Risk, Compliance and Business Continuity Management: Establish, implement and monitor the Risk Management Framework, Risk Appetite Framework, and Compliance Framework. Oversee

identification, assessment and mitigation of organisational risks, ensuring proactive risk intelligence and resilience. Lead the implementation of business continuity strategies and ensure readiness for disruptions. Ensure integrated risk reporting, early warning systems, and organisational accountability for risk management. Oversee Knowledge Management, Information Access and Business Intelligence: Lead and modernise the Department's knowledge management and learning systems, ensuring accessibility, relevance and organisational adoption. Ensure effective management of library services, statutory information resources and knowledge repositories. Oversee PAIA compliance and ensure efficient access to information in line with the Act. Drive collaboration with Information Services to advance the Department's business intelligence capabilities. Strategic Research, Insights and Organisational Foresight: Direct research on emerging socio-economic trends, strategic management innovations and public sector developments. Ensure the generation of forward-looking insights, scenario analyses and evidence-based recommendations to support decision-making. Oversee surveys and research to assess departmental reputation, performance trends and strategic risks. Functional and People Management: Provide leadership, direction and performance management to the Chief Directorate's staff. Build a high-performing, outcomes-oriented team culture focused on service excellence and accountability. Ensure effective internal controls, quality assurance systems and compliance with governance prescripts. Develop and implement the operational plan of the Chief Directorate and monitor delivery against targets. Manage the Chief Directorate's budget, ensuring optimal resource use and alignment with strategic priorities. Produce and submit statutory, performance and administrative reports as required.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885

APPLICATIONS : All applications for this position must be submitted via email to: Recruitment26-08@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 05/292 : **REGIONAL MANAGER REF NO: 2026/46**

SALARY : R1 494 900 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Nelspruit Regional Office

REQUIREMENTS : A minimum NQF 07 qualification as recognised by SAQA, directly relevant to immovable asset management, real estate/property/lease management or the built environment plus at least 5 years' direct senior management experience in built environment, property management, real estate operations, property investment or related immovable asset functions. An NQF 08 qualification or higher and more than 5 years direct senior management experience as specified will be an added advantage. Demonstrated leadership experience managing large, multidisciplinary teams responsible for the full lifecycle asset management and performance of immovable assets. Flexibility and willingness to work extended hours according to organisational and operational needs. Other added advantage: Relevant professional registration in built sector or property related and private sector property management or immovable asset management experience. Knowledge: Real estate and property management practices: leasing, facilities management, acquisitions, disposals, contract management and property investment. Built environment legislation and standards: PFMA, Treasury Regulations, OHS Act, Public Service Act/Regulations, MISS, CIDB Act (2000), CBE Act (2000), and relevant construction and procurement frameworks. Government structures across national, provincial and local spheres. Commercial law principles related to property transactions. Public sector governance: corporate governance, HRM, labour relations, financial management, supply chain management and SDI. Community facilitation, empowerment policies (B-BBEE, SMME, women and disability) and change management. Preferential Procurement Policy and Framework. SKILLS: Strategic planning and execution. Advanced report writing, communication and presentation skills. Programme and project management across multiple functional areas. Conflict resolution, problem solving and decision-making. Policy formulation, analytical thinking and operational coordination. Strong interpersonal skills, diplomacy and stakeholder engagement. Computer literacy and systems proficiency. Personal Attributes: Innovative, resourceful and solutions-driven. Able to perform under pressure and meet tight deadlines without compromising quality. People-centred leadership style with strong relational and networking ability.

Trustworthy, hardworking and resilient. Highly motivated and able to work independently. Requires a driver's licence and security clearance.

DUTIES : Provide Strategic Leadership for the Regional Office: Lead the development and review of regional strategies, processes and procedures. Ensure regional planning, operations and service delivery align with departmental strategic objectives. Identify strategy and process gaps and implement targeted interventions to improve performance, efficiency and compliance. Ensure consistent application of departmental policies, procedures and standards across all regional operations. Manage Property, Facilities and Construction Services in the Region: Oversee property management, facilities management and construction management operations. Manage facilities management contracts and ensure effective maintenance of state-owned and leased properties. Ensure compliance with the OHS Act throughout all facilities. Oversee leasing activities, utilisation of state-owned properties and disposal processes. Manage the construction, rehabilitation and refurbishment of government buildings in the region. Oversee Immovable Asset Register and User Demand Management: Ensure the development and maintenance of an accurate, complete and compliant immovable asset register for the region. Lead engagement with user departments to plan, allocate and manage accommodation requirements. Ensure efficient and timely response to user needs through effective planning, reporting and service coordination. Coordinate and Implement Expanded Public Works Programme (EPWP): Provide strategic oversight and operational support for all regional and municipal EPWP initiatives. Build and maintain partnerships with stakeholders to enhance EPWP delivery and impact. Monitor EPWP performance and ensure alignment with departmental and national EPWP goals. Provide Leadership and Oversight of Regional Support Services: Manage all human resources functions in the region, including recruitment, performance management, training, development and labour relations. Oversee legal, ICT and administrative support services within the regional office. Ensure effective governance, compliance and operational systems across all support functions. Ensure Financial Management, Budget Control and Supply Chain Compliance: Manage and monitor the regional budget, cash flows and expenditure in line with PFMA requirements. Ensure procurement processes comply with PFMA, PPPFA and departmental supply chain procedures. Ensure service delivery commitments are met within approved budget allocations. Provide accurate, timely financial and operational reports.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885

APPLICATIONS : All applications for this position must be submitted via email to: Recruitment26-09@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 05/293 : **DIRECTOR: HR PLANNING AND RECRUITMENT REF NO: 2026/47**

SALARY : R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum NQF 07 qualification as recognised by SAQA directly relevant to Human Resource Management, Public Management, Public Administration or related field of study plus 5 years direct middle/senior management experience in the HR Planning and Recruitment or related HR functional areas. Proven experience in managing complex directorates, diverse teams, and large-scale departmental projects within a public service context. Ability and willingness to adjust work hours to meet professional and organisational imperatives. Technical Knowledge: Outcome: The ability to provide authoritative advice and ensure the Department remains beyond reproach regarding statutory compliance. Statutory Frameworks: Expert-level understanding of the Public Service Act and Regulations, Employment Equity Act, and Basic Conditions of Employment Act (BCEA). Financial & Resource Governance: In-depth knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations to ensure fiscal accountability. Specialised HR Systems: Advanced proficiency in PERSAL and the application of Codes of Remuneration (CORE) to recruitment and establishment management. Institutional Intelligence: Comprehensive knowledge of the structure, functioning, and Employment Equity Plan of the Department to ensure all HR interventions drive institutional goals. Global Best Practices: Mastery of modern standards, practices, and research methodologies related to global and local HR Recruitment and Workforce Planning. SKILLS: Executive

Management & Governance: Strategic Capability & Leadership: Advanced executive management skills with the ability to translate high-level strategy into operational excellence. Financial Administration: Proficient in budgetary oversight, financial planning, and the prevention of irregular expenditure within the Directorate. Programme & Project Management: The ability to lead large-scale HR initiatives from conception to evaluation, ensuring deadlines and quality standards are met. Analytical & Cognitive Skills: Analytical Thinking & Numeracy: High-level ability to interpret complex data sets, workforce trends, and financial reports to inform executive decision-making. Research & Report Writing: Sophisticated skills in conducting research and drafting high-impact executive submissions, technical reports, and policy briefs. Diplomacy & Interpersonal Dynamics: Advanced Diplomacy & Influence: Exceptional interpersonal skills with the ability to negotiate and influence outcomes at an executive and stakeholder level. Conflict Management & Negotiation: Expert ability to navigate sensitive industrial relations issues and facilitate resolution in high-stakes environments. Communication Excellence: Masterful verbal and written communication skills, tailored for diverse audiences from frontline staff to Ministerial level. Operational Effectiveness: Strategic Planning & Organising: The ability to architect complex work plans and coordinate multiple moving parts within the HR value chain. Advanced Digital Literacy: High proficiency in modern office suites and HR information systems to drive directorate efficiency. Motivational Leadership: Proven ability to inspire, develop, and mentor a professional team to achieve collective outcomes. Personal Attributes: Strategic Influence & Communication: Executive Presence: Possesses the gravitas and sophistication to communicate effectively at Board and Executive levels, translating complex HR data into strategic insights. Stakeholder Integration: Highly adept at building and leveraging influential professional networks to advance departmental goals and cross-functional collaboration. Advanced Diplomacy: Demonstrates the ability to navigate sensitive political and organisational landscapes with tact and assertiveness. Resilience & Operational Agility: Performance Under Pressure: Maintains a calm, decisive presence in high-pressure environments, consistently delivering high-calibre results within constricted timeframes. Professional Flexibility: Displays a disciplined commitment to organisational needs, with the agility to adapt work schedules and priorities in response to compelling or emergency circumstances. Outcome-Driven Tenacity: A self-starting leader who works independently to drive functional excellence without the need for high-level supervision. Innovation & Problem Solving: Strategic Resourcefulness: Combines an innovative mindset with practical creativity to solve complex workforce challenges and optimise limited resources. Entrepreneurial Energy: Brings high levels of motivation and a proactive "forward-leaning" approach to continuous improvement and HR modernisation. Integrity & People-Centric Leadership: Unwavering Integrity: Exemplifies trustworthiness and ethical conduct, serving as a cultural benchmark for the Directorate and the wider Department. People-Orientated Stewardship: Committed to the growth and wellbeing of staff, balancing human-centric leadership with the rigorous demands of public service delivery.

DUTIES : Strategic Policy Leadership & Innovation: Outcome: A future-ready HR regulatory framework that ensures legal compliance and supports the Department's long-term talent objectives. Strategic Governance: Direct the design and evolution of HR planning, recruitment, and retention frameworks to ensure 100% alignment with the Public Service Act and DPSA Directives. Thought Leadership: Translate global HR trends and legislative research into actionable internal strategies that modernise the Department's talent acquisition approach. Policy Stewardship: Oversee the lifecycle of all HR policies, ensuring they are not just "compliant" but are active drivers of organisational efficiency and equity. Talent Acquisition & Selection Excellence: Outcome: A high-calibre, diverse workforce recruited through transparent, efficient, and legally defensible processes. Operational Oversight: Lead the end-to-end recruitment value chain, ensuring that the "Time-to-Fill" and "Quality-of-Hire" metrics meet departmental service level agreements (SLAs). Stakeholder Partnership: Act as a strategic advisor to Senior Management, ensuring that recruitment efforts prioritise Employment Equity (EE) targets and organisational representativity. Vendor & Agency Management: Accountable for the performance and ROI of external advertising and recruitment agencies, ensuring they deliver high-value talent pools. Integrated HR Planning & Employment Equity: Outcome: A balanced, data-driven workforce structure that meets current and future service delivery demands. Workforce Forecasting: Lead the identification of critical skills gaps and the forecasting of human resource needs to prevent labour shortages or redundancies.

Compliance Reporting: Ensure the flawless execution and submission of HR and EE Plans to the DPSA and Department of Labour, maintaining the Department's standing as a compliant employer. Retention Oversight: Evaluate the effectiveness of retention strategies, directing interventions where turnover trends threaten organisational stability. Movement & Contract Management: Outcome: Seamless management of staff mobility and temporary capacity that minimises legal risk and maximises fiscal responsibility. Mobility Management: Oversee the horizontal transfer and reallocation framework to ensure staff are deployed where they add the most value, in line with Treasury and Departmental guidelines. Contractual Integrity: Direct the management of temporary and contract employment to ensure strict adherence to duration limits, renewals, and budgetary constraints. Directorate Leadership & Financial Stewardship: Outcome: A high performing, disciplined, and fiscally responsible Directorate that delivers on its Operational Plan. Performance & People Development: Lead and mentor the HR team, fostering a culture of accountability, continuous professional development, and high-quality output. Financial Accountability: Exercise oversight of the Directorate's budget, ensuring zero unauthorised or wasteful expenditure while optimising resource allocation. Operational Excellence: Implement robust internal controls and reporting systems to provide "real-time" insights into HR performance for the Executive.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885

APPLICATIONS : All applications for this position must be submitted via email to: Recruitment26-10@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 05/294 : **DIRECTOR: REAL ESTATE MANAGEMENT SERVICES (X2 POSTS)**

SALARY : R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Mthatha Regional Office Ref No: 2026/48A
Mmabatho Regional Office Ref No: 2026/48B

REQUIREMENTS : A minimum NQF 07 qualification as recognised by SAQA in Real Estate Management/ Property Management/ Immovable Asset Management or Built Environment plus at least 5 years direct middle/senior management experience in real estate/property/immovable asset management and leading multidisciplinary teams across leasing, portfolio/asset acquisition/disposal, and/or facilities operations. An NQF 08 (Honours/Postgraduate) qualification in the above fields and more than 5 years direct middle/ senior management experience as specified above will serve as an added advantage). Leadership & Delivery: Demonstrated track record of managing teams to deliver measurable portfolio outcomes (e.g., timely lease renewals, cost optimisation, improved occupancy and condition, compliant disposals, accurate asset registers). Valid driver's licence and willingness to travel and work extended hours as needed. Security clearance will be required. Ability and willingness to adjust work hours to meet professional and organisational imperatives. Other added advantage: Relevant professional registration in built sector or property related and private sector property management or immovable asset management experience. Knowledge: Legislation & Compliance: GIAMA, PFMA, Treasury Regulations/Instructions, PPPFA, OHS Act, Public Service Act & Regulations, MISS, SPLUMA, Deeds Registries Act, Municipal Property Rates Act, and relevant State Land Disposal and property transaction frameworks. Property Practice: Leasing and tenant administration, acquisitions, disposals, servitudes, estates, portfolio/asset performance, facilities maintenance, contract/vendor management. Public Sector Governance: Budget management, SCM, audit & assurance, risk & internal control, HRM and labour relations, service delivery improvement and transformation. Skills: Strategic planning & execution. People leadership & performance management. Programme/portfolio & project management. Contract, lease and vendor management. Financial management & cost optimisation. Risk, compliance & quality assurance. Stakeholder management and negotiation. Advanced report writing & presentation. Data & systems proficiency (asset registers, property information systems, BI dashboards). Problem solving, decision-making and change management. Personal Attributes: Outcomes-driven, innovative and resourceful. High integrity and resilience under pressure. Strong interpersonal influence and relationship-building. Analytical, decisive and detail-attentive. Able to set high standards, coach teams and drive continuous improvement.

DUTIES	:	Functional Leadership & Governance: Translate departmental strategy into a Directorate operating plan with clear targets, service standards and risks. Lead a multidisciplinary team and establish a high-performance culture, with robust internal controls, SOPs, and compliance to PFMA/Treasury and property legislation. Outcomes: Consistent delivery against APP/operational targets; clean governance, reduced audit findings, on-time reporting. Leasing & Tenancy Management: Oversee the end-to-end lease lifecycle (sourcing, contracting, renewals, terminations, rent reviews, escalations, recoveries). Ensure tenant satisfaction, accessibility, and regulatory compliance (incl. OHS). Outcomes: On-time renewals and cost-effective leases; accurate billing/recoveries; improved client feedback. Portfolio & State Property Management (incl. Vacant Land): Drive optimal utilisation and maintenance across state-owned properties; ensure security for vacant/unimproved assets. Direct property condition assessments, maintenance plans and operational/financial reporting (e.g., occupancy, condition, costs). Outcomes: Reduced downtime & backlog; improved asset condition and utilisation; cost and energy efficiency gains. Acquisition, Disposal & Servitudes: Manage transparent, compliant acquisitions and disposals aligned to GIAMA, national priorities and applicable reform programmes. Lead due diligence (ownership, zoning, valuations), transaction approvals and transfer processes. Outcomes: Timeous, compliant transactions; disposal pipeline progressed; value-for-money and strategic alignment demonstrated. Asset Register & Information Integrity: Ensure a complete, accurate and auditable Immovable Asset Register; integrate with portfolio systems and reporting. Maintain data quality, reconciliations and audit readiness; produce BI dashboards and insights for decision-making. Outcomes: Improved data integrity and audit outcomes; reliable portfolio intelligence to guide planning and budgeting. Client & Stakeholder Management: Build strong relationships with user departments, provincial/municipal partners and service providers. Resolve operational issues proactively; lead cross-functional collaboration and transversal initiatives. Outcomes: Faster turnaround times, fewer escalations, aligned accommodation solutions and better regional coordination. Financial Stewardship & SCM Compliance: Manage the Directorate's budget, cash flows and cost drivers; ensure SCM processes are compliant and timely. Oversee creditors/debtors, rental collections/recoveries and contract performance. Outcomes: Spend within allocation; improved cost-to-serve; reduced irregular/fruitless/wasteful expenditure. People Management & Capability Building: Recruit, develop and performance-manage staff; drive learning, coaching, and sound labour relations. Embed discipline, ethics, wellbeing, and effective communication. Outcomes: Skilled, engaged team; improved productivity and retention; succession and bench strength in critical roles. Standards, Improvement & Innovation: Monitor changes in legislation and professional standards; update policies/SOPs and implement process improvements. Introduce digital tools and pragmatic innovations to improve quality, speed and compliance. Outcomes: Shorter cycle times, fewer defects, better client outcomes, continuous improvement culture.
ENQUIRIES	:	Mr Sifiso Mdakane at 082 929 9885
APPLICATIONS	:	All applications for Mthatha must be submitted via email to: Recruitment26-11@dpw.gov.za and All applications for Mmabatho Regional Office must be submitted via email to: Recruitment26-12@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.
FOR ATTENTION	:	Ms NP Mudau
NOTE	:	Please indicate your preferred centre (Mthatha or Mmabatho) when applying. Shortlisted candidates will be subject to personnel suitability checks and security vetting.
POST 05/295	:	**DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2026/49**
SALARY	:	R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
CENTRE	:	Cape Town Regional Office
REQUIREMENTS	:	A minimum NQF 07 qualification as recognised by SAQA in SCM/ Procurement/ Accounting/ Logistics/ Law or in the related field. A minimum 05 years middle/senior management experience in SCM/ Procurement. Experience at middle or senior management level leading multidisciplinary teams in supply chain management An NQF level 8 (Honours/Postgraduate) or above and more than 5 years direct middle/ senior management experience as specified above will serve as an added advantage. Leadership & Delivery:

Demonstrated track record of managing teams to deliver business unit outcomes. Valid driver's licence. Security clearance will be required. Ability and willingness to adjust work hours to meet professional and organisational imperatives. Knowledge: Legislative & Regulatory Mastery: Expert command of the Public Finance Management Act (PFMA) and Treasury Regulations, ensuring all directorate activities withstand rigorous Auditor-General scrutiny. Strategic Budgetary Planning: Mastery of Government Budget systems, including the Medium-Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE), to align financial resources with strategic mandates. Supply Chain Management (SCM) Oversight: Deep understanding of the Government SCM Framework and Preferential Procurement Policy, ensuring fair, equitable, and transparent procurement that meets developmental goals. Financial Reporting Standards: Advanced knowledge of GRAP (Generally Recognised Accounting Practice) and GAAP, ensuring that all financial statements and systems reflect the highest standards of accounting integrity. Financial System Integration: Strategic proficiency in Government Financial Systems (e.g., BAS, LOGIS) to monitor expenditure and prevent unauthorised or wasteful spending. SKILLS: Executive Management & Planning: Advanced ability to architect complex operational plans and organise resources to meet high-level departmental objectives. Programme & Project Management: Proven capacity to lead large-scale initiatives from inception to evaluation, ensuring delivery within specific timeframes and quality benchmarks. Decision-Making Authority: The ability to make high-stakes decisions under pressure, balancing risk with organisational requirements. Strategic Research & Information Gathering: Expert ability to conduct high-level research and synthesise complex data into actionable executive insights. Numerical & Financial Analysis: Sophisticated numeracy skills for interpreting financial reports, identifying trends, and ensuring budgetary compliance. Technical Report Writing: Mastery in drafting executive submissions, technical briefs, and formal reports that are concise, accurate, and persuasive. Executive Diplomacy & Interpersonal Dynamics: Exceptional ability to navigate sensitive political and administrative landscapes, building rapport with stakeholders at all levels. Strategic Communication: Highly developed verbal and written communication skills, ensuring clarity of purpose and alignment across the Directorate. Complex Problem-Solving: A proactive approach to identifying systemic challenges and designing sustainable, innovative solutions. Personal Attributes: Strategic Creativity: Possesses the ability to design original frameworks and innovative solutions to complex organisational challenges without requiring external direction. Analytical Rigour: A high-level conceptual thinker capable of dissecting complex data and systemic issues to inform evidence-based executive decisions. Unwavering Trustworthiness: Exemplifies the highest standards of professional ethics and confidentiality, serving as a reliable custodian of the Department's reputation and resources. Dedicated Leadership: Demonstrates a disciplined commitment to the public service mandate, driving functional excellence through personal accountability and perseverance. Multi-Level Communication Mastery: Highly adept at articulating complex strategies to diverse audiences, ranging from frontline operational staff to political office bearers and executive boards. Strategic Diplomacy: Combines an approachable demeanour with executive gravitas, ensuring the ability to build rapport while maintaining the authority required for senior leadership. High-Stakes Tenacity: Replaces basic "hard work" with a sophisticated ability to maintain peak performance and quality of output under extreme pressure and within tight legislative timeframes. Solution-Orientated Mindset: Proactively identifies bottlenecks and focuses on delivering tangible outcomes, fostering a culture of high performance within the Directorate.

DUTIES : Strategic SCM Governance & Process Innovation: Outcome: A compliant, agile, and technologically advanced SCM framework that anticipates legislative changes and drives departmental efficiency. Strategic Policy Leadership: Direct the research, design, and continuous improvement of SCM policies and strategies to ensure 100% alignment with National Treasury prescripts and the PFMA. Systems & Internal Controls: Architect and oversee a rigorous internal control environment to proactively identify and mitigate procurement risks, preventing irregular, fruitless, and wasteful expenditure. Business Process Modernisation: Lead the transition toward digital SCM support tools and automated workflows to enhance transparency and reduce lead times across the value chain. Strategic Demand & Procurement Planning: Outcome: A data-driven procurement strategy that aligns departmental needs with market realities and socio-economic objectives. Integrated Planning: Direct the consolidation of regional requirements into a robust, credible Annual Procurement Plan that supports the Department's strategic goals and

infrastructure mandates. Socio-Economic Impact: Oversee the implementation of the Preferential Procurement Policy Framework, ensuring that "preference point" systems are strategically applied to meet development and transformation targets. Technical Advisory: Provide executive oversight and high-level guidance on the development of complex Specifications, Terms of Reference (ToR), and Special Conditions of Contract. High-Integrity Acquisition & Committee Management: Outcome: A transparent and legally defensible bid adjudication process that ensures value for money and institutional integrity. Committee Governance: Ensure the statutory appointment and optimal functioning of Bid Specification, Evaluation, and Adjudication Committees, maintaining high ethical standards throughout. Adjudication Leadership: Chair the Sub-Bid Adjudication Committee with technical mastery, ensuring all recommendations are robust, unbiased, and fully compliant with the Central Supplier Database (CSD) requirements. Market Intelligence: Lead the strategic sourcing function to ensure the Department leverages the best available market rates and supplier capabilities. Contract Lifecycle & Supplier Performance Management: Outcome: Optimised service delivery through active monitoring and the rigorous enforcement of Service Level Agreements (SLAs). Contract Stewardship: Establish a comprehensive contract management framework that ensures suppliers meet all performance obligations, delivering corrective measures or penalties where necessary. Logistical & Auxiliary Excellence: Direct the procurement and management of the vehicle fleet, travel services, and archives, ensuring these auxiliary functions provide seamless support to the Department's core operations. Movable Asset Management & Financial Integrity: Outcome: An accurate, audited, and fully optimised Asset Register that reflects the true financial position of the Department. Lifecycle Asset Management: Direct the strategic acquisition, maintenance, and disposal of movable assets, ensuring that warranties and maintenance plans are utilised to maximise asset lifespan. Verification & Reporting: Oversee the execution of bi-annual asset verifications and ensure the Asset Register remains 100% reconciled with financial systems for year-end reporting. Directorate Leadership & Financial Stewardship: Outcome: A high-performing, ethical Directorate that delivers against its operational plan within its allocated budget. Executive Leadership: Mentor and develop the SCM team, fostering a culture of professional discipline, ethical conduct, and accountability for outcomes. Fiscal Accountability: Exercise total oversight of the Directorate's budget, ensuring expenditure is strictly monitored and aligned with the operational plan and Treasury guidelines. Operational Reporting: Direct the submission of accurate and timely administrative and performance reports to ensure the Executive has real-time visibility into the SCM function.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885

APPLICATIONS : All applications for this position must be submitted via email to: Recruitment26-13@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 05/296 : **DIRECTOR: PROGRAMME MANAGEMENT REF NO: 2026/50**
Programme Management Office

SALARY : R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum NQF level 07 qualification in Built Environment or economics or directly relevant fields as recognised by SAQA. A minimum 5 years direct and demonstrable middle/senior management experience in project and programme management or the relevant field and leading multidisciplinary teams within a complex infrastructure delivery environment. An NQF Level 08 (Honours or Postgraduate Diploma) in the aforementioned fields and above 05 middle/ senior management experience as specified will serve as an advantage. Leadership & Delivery: A proven and demonstrated track record of managing high-performing teams to successfully deliver business unit outcomes and strategic objectives. Licensing: Possession of a valid, unencumbered driver's licence. Vetting & Compliance: The successful candidate will be required to undergo and maintain a formal security clearance. The ability and willingness to adjust work hours and schedules to meet critical professional requirements and urgent organisational imperatives. Other added advantage: Relevant professional registration in built environment or property related and private sector property management or immovable asset

management experience. Knowledge: Infrastructure Programme & Project Management: Authoritative command of the entire infrastructure delivery lifecycle, ensuring that multi-billion rand portfolios are executed with precision, on time, and within budget. Capital Investment & Funding Models: Expert-level understanding of infrastructure development, including diverse procurement frameworks and Public-Private Partnership (PPP) funding models to leverage alternative investment streams. Legislative & Regulatory Frameworks: Sophisticated knowledge of the laws governing the built environment, ensuring total institutional compliance with relevant infrastructure regulations and standards. Fiscal Stewardship (PFMA): Masterful application of the Public Finance Management Act (PFMA) and National Treasury Regulations to ensure the highest standards of financial integrity and audit readiness. Strategic & Business Management: Deep proficiency in high-level business management and strategic planning, with the ability to align directorate goals with the Department's broader socio-economic mandate. Quality Management Systems (QMS): Comprehensive understanding of quality assurance methodologies to ensure that infrastructure delivery meets world-class engineering and safety standards. Monitoring, Evaluation & Reporting: Advanced knowledge of M&E methods to track programme impact, identify delivery bottlenecks, and provide data-driven business intelligence. Inter-governmental Relations (IGR): Thorough understanding of government functioning and political dynamics, with the ability to manage complex Client Relations and stakeholder expectations at an executive level. Skills: Strategic Capability: The ability to lead complex change management initiatives and drive service delivery innovation. Financial & PPP Mastery: Advanced financial management skills, specifically in the context of infrastructure procurement and Public-Private Partnership models. Stakeholder Diplomacy: Masterful negotiation and facilitation skills, capable of managing complex relationships with clients, investors, and political office bearers. Policy Analysis: The capacity to dissect and develop policies that influence the built environment and state asset management. Personal Attributes: Executive Gravitas: Combines assertiveness with an approachable, people-orientated leadership style to foster professional networks. Resilience & Agility: The ability to deliver excellent results under extreme pressure and adapt work schedules to meet the demands of a mobile, Pretoria-based Head Office role. Resourceful Innovation: A creative problem-solver who can work independently to establish new initiatives without constant direction.

DUTIES : Investment Strategy: Direct the development of strategies to attract institutional investors and design sophisticated funding models for infrastructure enhancement. Asset Optimisation: Lead the State Asset Optimisation Programme (SAOP) by identifying high-potential projects and defining their strategic scope and specifications. Technical Feasibility: Oversee the execution of comprehensive research and feasibility studies to ensure all PMO projects are technically sound and financially viable. Strategic Planning: Lead the development of Infrastructure Programme Management Plans (IPMPs), ensuring full alignment with IDMS frameworks and departmental mandates. Process Engineering: Direct the review and roll-out of standardised business processes and Standard Operating Procedures (SOPs) to eliminate delivery bottlenecks. Implementing Agent Oversight: Exercise executive control over the performance of Implementing Agents, ensuring Memoranda of Agreement (MoAs) are robust and delivery-focused. M&E Frameworks: Establish sophisticated monitoring and evaluation systems to track the achievement of programme goals against the Medium-Term Expenditure Framework (MTEF). Executive Reporting: Provide high-level strategic reports and business intelligence to the Executive, facilitating data-driven decision-making. Marketing & Advocacy: Direct communication strategies to market the successes and opportunities within the PMO to internal and external stakeholders. Risk Stewardship: Implement and maintain robust risk management processes specifically tailored to immovable property and large-scale infrastructure. Resource Management: Exercise total accountability for the human, financial, and physical assets of the Directorate, ensuring a culture of discipline and high performance.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885

APPLICATIONS : All applications for this position must be submitted via email to: Recruitment26-14@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 05/297	:	**DIRECTOR: EPWP PROGRAMME MANAGER REF NO: 2026/51**
SALARY	:	R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
CENTRE	:	Cape Town Regional Office
REQUIREMENTS	:	A minimum NQF level 7 qualification as recognised by SAQA in Social Sciences/ Public Management/ Civil Engineering or related plus 05 years middle/senior management experience in EPWP or related field. Experience at Middle or Senior Management (MMS/SMS) level, specifically within large-scale public employment programmes or infrastructure-led development. Professional Agility: A disciplined commitment to adapting work schedules to meet the demands of political cycles, emergency interventions, and compelling professional requirements. Leadership & Delivery: A proven and demonstrated track record of managing high-performing teams to successfully deliver business unit outcomes and strategic objectives. Licensing: Possession of a valid, unencumbered driver's licence. Vetting & Compliance: The successful candidate will be required to undergo and maintain a formal security clearance. The ability and willingness to adjust work hours and schedules to meet critical professional requirements and urgent organisational imperatives. Willing to adapt work schedule in accordance with professional requirements. Knowledge: Programme and project management, Appropriate labour-intensive technologies, Government functioning, Engineering / construction industry, Civil engineering, Contracting, Design, SAQA / NQF framework, Political, social, environmental and economic context of the EPWP. Skills: Strategic management, Management skills, Financial management, Tender processes, Effective communication (verbal and written), Proficiency in the local indigenous language, Numeracy, Relationship management, Interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Motivational skills, Negotiation skills, Computer skills. Personal Attributes: Analytical thinking, Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, People orientated, Hard-working, Highly motivated
DUTIES	:	Manage the co-ordination and support provincial / regional and municipal EPWP programmes: Identify and prioritise EPWP programmes and projects. Develop EPWP plans. Initiate and implement EPWP programmes and projects. Provide technical advice, assistance and support to EPWP programmes across all sectors. Provide support to the labour-intensive contractor learnership programme. Allocate financial resources to programmes and projects. Assess EPWP programmes progress to ensure compliance with targets and objectives. Provide scope of recommendations / interventions to improve the EPWP. Attend meetings with Senior Programme Managers to obtain advice and support, and to report progress. Establish partnerships with relevant provincial / regional and municipal stakeholders: Undertake initiatives to involve departments, municipalities and other stakeholders in EPWP programmes across all sectors. Liaise with programme implementing bodies to conceptualise and implement EPWP programmes and projects. Establish partnerships with other departments, contractor and consultant organisations, MEC's, mayors and councillors, municipalities and other stakeholders involved in EPWP programmes across all sectors. Provide support to provincial / regional and municipal programme implementing bodies: Provide guidelines regarding the implementation of EPWP programmes. Design interventions to address local capacity constraints in the implementation of the EPWP. Develop and implement a provincial / regional and local communication and marketing and strategy: Develop a communication and marketing strategy and scope of initiatives to communicate and market the EPWP. Ensure awareness of the goals, activities and successes of the EPWP. Manage the Directorate: Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Maintain of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the directorate and report on progress as required. Serve on transverse task teams as required. Quality control of work delivered by employees. Monitor the budget and expenditures on revenue and debt management directorate.
ENQUIRIES	:	Mr Sifiso Mdakane at 082 929 9885
APPLICATIONS	:	All applications for this position must be submitted via email to: Recruitment26-15@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION	:	Ms NP Mudau
POST 05/298	:	**DIRECTOR: STRATEGIC SUPPORT OFFICE OF THE DIRECTOR GENERAL REF NO: 2026/52**
SALARY	:	R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A minimum NQF level 07 qualification as recognised by SAQA in Business Management/ Strategic Management/ Management Sciences or related field of study plus 05 years relevant experience at a middle/senior management level. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. Knowledge: Strategic management processes, Business planning processes, Applicable legislation, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act, Functioning of national, provincial and local government, Fundamental economics, Structure and functioning of the Department, Linkages with government clusters, Departmental standards and regulations. Skills: Management skills, Sound analytical and problem identification and solving skills, Marketing and liaison, Advanced communication, Language proficiency, Advanced report writing, Research methodologies, Financial administration, Financial analyses, Organising and planning, Computer literacy, Numeracy, Advanced interpersonal skills, Programme and project management, Time management, Decision making skills, Conflict management, Motivational skills, Influencing skills. Personal Attributes: innovative, Creative, Resourceful, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level, People orientated, Able to establish and maintain personal networks, Trustworthy, Assertive, highly motivated, Ability to work independently.
DUTIES	:	Ensure effective development and implementation of the strategic business planning processes-: Undertake scenario planning and develop forecast projections. Facilitate and manage the process in the development of the national strategic plan for the Department. Ensure the articulation of strategic goals and objectives into operational and support plans and programmes. Ensure alignment and integration with the Departmental budgetary process. Provide strategic business planning support-: Assist in the development of operational plans and programmes. Support the implementation and assessment of strategic processes. Develop systems to coordinate the flow of correspondence between all relevant role players. Manage all incoming and outgoing strategic documents. Partake in the development of the Department's policy statement. Ensure effective assessment and review of the implementation and impact of the strategic management process-: Conduct corporate performance reviews of organisational performance. Undertake ongoing monitoring and evaluation of the Department's programme reviews. Monitor and evaluate the impact of strategic interventions. Prepare and submit executive reports. Prepare and submit environmental scanning reports which include policy analysis and interpretation of relevant government policy interpretation. Manage the Directorate - Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Management of performance and development. Establish, implement and maintain efficient and effective communication arrangements. Serve as formal communication channel with stakeholders on departmental matters. Manage the co-ordination and administration of ODG operations. Monitor the budget and expenditures.
ENQUIRIES	:	Mr Sifiso Mdakane at 082 929 9885
APPLICATIONS	:	All applications for this position must be submitted via email to: Recruitment26-16@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.
FOR ATTENTION	:	Ms NP Mudau
POST 05/299	:	**DIRECTOR: EPWP BENEFICIARY TRAINING - PARTNERSHIP SUPPORT REF NO: 2025/53**
SALARY	:	R 1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum NQF level 07 qualification as recognised by SAQA in Human Resource Management/Development/Public Management/Administration/ Sociology, Psychology, Education, Behavioural Sciences or related field of study plus 05 years' relevant middle/senior management level. Willing to adapt work schedule in accordance with professional requirements. Valid driver's licence. Ability to travel extensively. Knowledge: Expanded Public Works Programme. Government Job Creation Policies, Programme and Project Management, Training and Enterprise Development, Labour-Intensive methods of construction, Stakeholder Management, Functioning of national, provincial and local government, Monitoring and Evaluation methods, Strategic management processes, Applicable legislation, norms and standards related to the management EPWP, PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act and other Government prescripts. Structure and functioning of the Department, Departmental standards and regulations, SAQA / NQF framework. Skills: Management skills, Client Orientation and Customer Focus, People Management and Empowerment, Programme and Project Management, Sound analytical and problem identification and solving skills, Numerical, Advanced interpersonal and diplomacy skills, Decision making, Strategic Capability and Leadership, Financial Management, Change Management, Communication, Computer Literacy, Policy Development Decision Making, Conflict Management, Motivational. Personal Attributes: Resourceful, Creative, People orientated, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently.

DUTIES : Manage the development of plans, strategies and guidelines for DPWI and ensure compliance with applicable frameworks: Conduct feasibility and option analysis studies and research. Determine, define and develop training scope and management plan. Develop and implement training programme processes and systems. Undertake research to develop frameworks. Consult with relevant stakeholders for inputs. Ensure that strategies, plans and guidelines are developed/ reviewed in line with applicable prescripts and are aligned to the government's strategic objective. Promote the development of norms and standards. Establish interventions to ensure effective implementation of the programmes. Leverage funding between communities, stakeholders, implementing bodies and donors. Conclude strategic partnerships to promote enterprise development. Manage the coordination of EPWP training delivery capacity support within the province: Build and maintain EPWP networks and contacts on training with stakeholders and implementing bodies. Ensure development and maintenance of sound relationship with stakeholders. Promote and encourage participation and inputs from national, municipal, provincial and other institutions; Set-up and lead governance arrangements and structures. Promote EPWP training development and develop communications and marketing strategies. Enhance and ensure a positive communication profile for EPWP within the province. Participate and represent EPWP in key training forums. Intervene and address challenges in training. Manage communication and feedback processes between the EPWP Branch, public bodies and training support organisations. Support the training initiatives of sector programmes. Facilitate as a trainer on EPWP training interventions. Provide support in the process of developing and maintaining training programs. Manage EPWP reporting and monitor data integrity within the province: Monitor the implementation and compliance with the guidelines. Develop information management and reporting tools to manage the capturing, collation, merging, validating and maintenance of EPWP training data. Manage the collating of programmes status reports on the achievement of intended goals and objectives. Analyse of the EPWP training performance data on an ongoing basis and prepare all quarterly and annual performance reports to various stakeholders. Continuously monitoring the system performance to identify areas of improvements, and work with management to prioritise business and information needs and then define new processes for improvement. Ensure that the EPWP training Team has access rights and other relevant functionalities of the EPWP Reporting System – Training Application. Ensure compiling and reporting of quarterly reports and assist with its collections. Intervene and support public bodies in terms of reporting challenges. Verify quarterly performance reports for monitoring performance. Support and oversee interventions for ensuring data quality. Escalate and provide an interface between the Monitoring & Evaluation units and reporting public bodies. Oversee the coordination and management of sustainable livelihoods interventions. Manage the coordination of training support initiatives for EPWP participants. Oversee the implementation (planning, preparation,

recruitment, implementation and monitoring) of enterprise development support initiatives by training managers. Implement training development initiatives. Manage the Directorate: Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate. Managing the all the resources i.e. financial, human resources of the Directorate. in line with the departmental policies.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885

APPLICATIONS : All applications for this position must be submitted via email to: Recruitment26-17@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 05/300 : **DIRECTOR: STRATEGIC SUPPORT - OFFICE OF THE SENIOR EXECUTIVE OFFICER: PMTE REF NO: 2026/54**

SALARY : R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : minimum NQF level 07 qualification as recognised by SAQA) in Business Management/ Strategic Management/ Management Sciences or related field of study. A minimum 5 years relevant experience at a middle/senior management level. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. Knowledge: Strategic management processes, Business planning processes, Applicable legislation, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act, functioning of national, provincial and local government, Fundamental economics, Structure and functioning of the Department, Linkages with government clusters, Departmental standards and regulations. Skills: Management skills, Sound analytical and problem identification and solving skills, Marketing and liaison, Advanced communication, Language proficiency, Advanced report writing, Research methodologies, financial administration, financial analyses, Organising and planning, Computer literacy, Numeracy, Advanced interpersonal skills, Programme and project management, Time management, Decision making skills, Conflict management, Motivational skills, Influencing skills. Personal Attributes: Innovative, Creative, Resourceful, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results, Ability to communicate at all levels, particularly at an executive level, People orientated, Able to establish and maintain personal networks, Trustworthy, Assertive, highly motivated, Ability to work independently.

DUTIES : Ensure effective development and implementation of the strategic business planning processes PMTE: Undertake scenario planning and develop forecast projections. Facilitate and manage the process in the development of the national strategic plan for the Department. Ensure the articulation of strategic goals and objectives into operational and support plans and programmes. Ensure alignment and integration with the Departmental budgetary process. Provide strategic business planning support PMTE branches: Assist in the development of operational plans and programmes. Support the implementation and assessment of strategic processes. Develop systems to coordinate the flow of correspondence between all relevant role players. Manage all incoming and outgoing strategic documents. Partake in the development of the Department's policy statement. Ensure effective assessment and review of the implementation and impact of the strategic management process: Conduct corporate performance reviews of organisational performance. Undertake ongoing monitoring and evaluation of the Department's programme reviews. Monitor and evaluate the impact of strategic interventions. Prepare and submit executive reports. Prepare and submit environmental scanning reports which include policy analysis and interpretation of relevant government policy interpretation. Manage the Directorate-Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Management of

performance and development. Establish, implement and maintain efficient and effective communication arrangements. Serve as formal communication channel with stakeholders on PMTE matters. Manage the co-ordination and administration of PMTE operations. Monitor the budget and expenditures.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885

APPLICATIONS : All applications for this position must be submitted via email to: Recruitment26-18@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 05/301 : **DIRECTOR: STRATEGIC PLANNING - STRATEGIC MANAGEMENT REF NO: 2026/55**

SALARY : R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum B Degree (NQF level 7) in Public Administration, Business Administration, Business Management, Economics or related qualification as recognised by SAQA. A minimum 5 years middle/senior management level in strategic planning/ strategic management or in the relevant field. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. Knowledge: Strategic management processes; business planning processes; applicable legislation, understanding of norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act; functioning of national, provincial and local government; fundamental economics; structure and functioning of the Department; Parliamentary protocol processes; linkages with government clusters; Departmental standards and regulations. Skills: Executive management skills; sound analytical and problem identification and solving skills; marketing and liaison; advanced communication; language proficiency; advanced report writing; research methodologies; financial administration; financial analyses; organising and planning; computer literacy; numeracy; advanced interpersonal and diplomacy skills; programme and project management; time management; decision making skills; conflict management; negotiation skills; motivational skills; influencing skills. Personal Attributes Innovative; creative; resourceful; energetic; helpful; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level; people orientated; able to establish and maintain personal networks; trustworthy; assertive; hard-working; highly motivated; ability to work independently.

DUTIES : Manage the development and maintenance of the departmental strategic and annual performance and work planning policies and strategies: Ensure effective development and implementation of the strategic business planning processes for the Department Undertake research on the latest development of strategies, policies, professional guidelines and standards; Ensure that all policies, guidelines and standards implemented are aligned to the Departments strategic thrust and outcomes; Develop and implement procedures, tools and systems for effective organisational performance information management and strategic planning; Develop strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external stakeholders; Monitor and ensure the implementation and continuous adherence to professional guideline and standards. Manage the development, adoption and publishing of the departmental Strategic Plan, APP and Business Plans for the department: Lead the annual planning process for DPW/PMTE. Support top management in strategy formulation, strategic process improvement and communication of strategies to all stakeholders. Coordinate research and data collection initiatives in support of departmental strategic/other planning processes. Undertake scenario planning and develop forecast projections; Develop, maintain and update the strategic information portal for planning purposes. Oversee integration of the strategic planning processes with other processes such as risk management, budget plans, service delivery improvement and audit action plans. Prepare and submit executive reports. Advise DG, DDG and top management on strategic matters relating to internal operations and policy. Ensure the organisational alignment of strategic goals and objectives into operational plans and performance agreements. Manage and coordinate stakeholder input processes. Facilitate the development and

maintenance of measurable performance indicators for all departmental planning instruments. Oversee the strategic planning process and planning process and plans of the public entities and BECPs-: Set out the annual strategic planning process for Public Entities and BECPs. Ensure arrangement of workshops to brief public entities and BECPs on the planning requirements. Attend the strategic planning session of the public entities and BECPs and provide strategic guidance on the sector priorities. Manage a review of the SPs and APPs of the public entities and BECPs in accordance with the Framework for Strategic Plans and Annual Performance Plans. Ensure provision of written feedback and workshop public entities and BECPs on the SPs and APPs submitted to the Department, Participate in the development of core performance indicators for the Public Works Sector: Engage Provinces to commence the process of setting core performance indicators, Coordinate workshop with Provinces (logistics and content), Facilitate the workshop and set core performance indicators and technical indicator descriptions for each Programme, Draft the final set of core performance indicators for approval of the DG and Provincial HOD's, Engage Provinces and resolve any queries. Manage the assessment and review of the implementation and impact of the SP and APP: Oversee corporate performance reviews of organisational performance. Manage the monitoring and evaluation of strategic interventions impact. Ensure provision ongoing support to the Business units. Prepare and submit executive reports. Prepare and submit environmental scanning reports which include policy analysis and interpretation of relevant government policy interpretation. Develop trend analysis of organisational past performance, conduct benchmark of measures, targets and formulate baselines of performance targets per year. Identify performance barriers and conduct root cause analysis. Make recommendations on alternative courses of action incorporating risk management. Manage the Directorate: Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885

APPLICATIONS : All applications for this position must be submitted via email to: Recruitment26-19@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission.
E-mail applications must be send to the following email address: Chief Director: Communications- e-recruit:CDC@dsd.gov.za; Director: Legal Services,: e-recruit:DLS@dsd.gov.za; Director: NPO Funding Coordination e-recruit:DNPO@dsd.gov.za

FOR ATTENTION : Mr S Boshielo

CLOSING DATE : 27 February 2026

NOTE : Curriculum vitae with a detailed description of duties, the names of two referees accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.
Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. The nominated candidate must submit the pre-entry Certificate as proof that the course has been completed within 15 days from the conclusion of the interviews. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants applying for SMS posts will, following the interview and technical exercise, be recommended by the selection panel to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr S Boshielo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 05/302 : **CHIEF DIRECTOR: COMMUNICATIONS REF NO: B1/A/2026**
Branch: Corporate Support Services

SALARY : R1 494 900 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate NQF level 7 qualification in Communication, Public Relations, Media and Journalism Studies, Digital Marketing as recognized by SAQA PLUS 5 years' experience at senior management level in the relevant field. Knowledge and understanding of Public Service Act. Knowledge and understanding of Government Communication Information System (GCIS). Knowledge and understanding of National Communication Strategy Framework. Knowledge and understanding of Language Policy. Knowledge and understanding of the Intellectual Property and Copyright Act. Knowledge and understanding of POPIA, PAIA to guide the information and content. Knowledge and understanding of the Corporate Identity Manual. Knowledge and understanding of South African Media Landscape. Knowledge and understanding of the Social Development Sector. Knowledge and understanding of National and International political developments and trends. Knowledge and understanding of the Government Communication Policy. Competencies needed: Strategic capability and leadership. Policy analysis and development. Budget planning and monitoring. Service delivery innovation. Programme and project management. Financial management. Information and knowledge management. Communication (verbal and written). Service delivery innovation. Problem solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Risk management. Conflict management. Networking. Monitoring and evaluation. Quality management. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.

DUITES : Oversee and manage the provision of Internal and External communications services. Oversee and manage the provision of content development services. Oversee and manage the provision of Public Relations and Events Management Services. Serve as the official spokesperson of the department. Manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.

ENQUIRIES : Mr XA Brukwe, Tel No: (012) 312-7665/7866

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

POST 05/303 : **DIRECTOR: LEGAL SERVICES REF NO: B1/B/2026**
Chief Directive: Legal Services

SALARY : R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate NQF level 7 qualification in the field of Law (LLB, BPROC, BJURIS) recognised by SAQA PLUS 5 years' experience at middle/ senior management in the relevant field. An admission as an advocate/attorney will be added advantage. Knowledge of the relevant Public Service Legislation. Knowledge and understanding of drafting legal instructions. Knowledge and understanding of litigation management processes in government. Knowledge and understanding of interpreting statues, Constitutional Law, Law of Evidence, Civil Procedure, Promotion of Access to Information Act. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Promotion of Administrative Justice Act, 2000. Knowledge of Protection of Personal Information Act, 2013. Competencies needed: Strategic capability and leadership. Policy analysis and development. Budget planning and monitoring. Service delivery innovation. Problem solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Operations management. Programme and Project management. Financial management. Communication (verbal and written). Computer literacy. Conflict management. Networking. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomacy. Independent thinker. Emotional intelligence. Cost consciousness. Honesty and integrity. Assertiveness.

DUTIES	:	Manage and facilitate the review and drafting of legislation. Provide contract and litigation management services. Provide legal advice and opinions. Manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
ENQUIRIES	:	Mr XA Brukwe Tel No: (012) 312-7665/7866
NOTE	:	In terms of the Department's employment equity targets, African, Coloured and Indian males and African, Coloured and Indian females as well as persons with disabilities are encouraged to apply.
POST 05/304	:	**DIRECTOR: NPO FUNDING COORDINATION REF NO: B1/C/2026** Chief Directorate: NPO Registration Support Compliance and Monitoring
SALARY	:	R1 266 714 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
CENTRE	:	HSRC Building, Pretoria
REQUIREMENTS	:	An appropriate NQF level 7 qualification in Public Management/ Developmental Studies/ Social Sciences as recognized by SAQA PLUS 5 years' experience at middle management/senior management level or in the relevant field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the NPO Act. Knowledge and understanding of Social Development sector. Knowledge and understanding of Companies Act. Knowledge and understanding of Trust Properties Act. Knowledge and understanding of DSD Sector Funding Policy. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of anti-money laundering and counter-terrorist financing (AML/CFT) measures. Competencies needed: Programme and project management. Information and Knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial Management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Research. Monitoring and evaluation.Attributes: Good interpersonal relations. Innovation and creativity. Ability to work under pressure. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
DUITES	:	Manage the development, review and implementation of frameworks, policies, guidelines and tools related to funding of NPOs and entities providing DSD services. Facilitate the administration and management of transfers for the funding of NPOs and other entities in accordance with relevant regulatory frameworks. Coordinate stakeholder engagement and partnership on matters of NPO funding. Design and develop monitoring tools, systems and methodologies for collation, storing analysis and reporting on performance and service delivery information to improve monitoring of funded NPOs and entities. Manage and report on the budget, human resources, and performance of Directorate in line with the set regulations and prescripts.
ENQUIRIES	:	MS M Mngxitama Tel No: (012) 312-7312
NOTE		In terms of the Department's employment equity targets, African males and Coloured and Indian females as well as persons with disabilities are encouraged to apply.

DEPARTMENT OF TOURISM

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

APPLICATIONS : Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.

CLOSING DATE : 27 February 2026 by 16h30 (Late applications will not be considered)

NOTE : Application must include a Z83 form and CV only. Electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 05/305 : **DEPUTY DIRECTOR: KNOWLEDGE SYSTEMS IDENTIFICATION AND SUPPORT REF NO: DT 05/2026**

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF 7 qualification in Computer Science/ Information Management or a related field. Five (5) years' relevant working experience in the field of software development and knowledge/ information management, of

which three (3) years must be supervisory/ management (ASD) level. Experience in software development (C#, net, MS SharePoint, PHP) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle, etc.) and management is essential. Working knowledge on Geographical Information Systems (GIS), Web Technology and Mobile Technology. Good communication skills (written and spoken). Good negotiation and advocacy skills. Ability to control the budget of the component. Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Knowledge of tourism and relevant policies, the Public Finance Management Act. Willingness to travel. Ability to interpret and apply policies, strategies and legislation. Ability to manage human and physical resources in the sub-directorate. A valid driver's licence (Persons with disabilities that prevent them from driving will be considered).

DUTIES : The successful candidate will be responsible for ensuring information is always up to date and accurate on the central information repository; conducting analysis to implement systems using world standards and best practices; facilitating content rewriting and uploading; facilitating updates of the Tourism Knowledge Portal and the Integrated Tourism Knowledge System modules for different sub-sectors, including information sourcing, quality assurance and capturing of events etc; developing new Tourism Knowledge Portal and the Integrated Tourism Knowledge System pages/modules as per the needs of the tourism sector; conducting assessments for improved design and reengineering of knowledge systems; implementing strategies for the tourism central information repository regarding updates, maintenance and management; maintaining and quality assuring the national tourism database and other related databases; identifying and developing knowledge management databases and systems; distributing central repository information through different communication channels; implementing content and communication strategy on tourism sector information needs for the Tourism Knowledge Portal and the Integrated Tourism Knowledge System; identifying stakeholders for the development and management of the central information repository; interfacing with stakeholder relations management unit to align activities to other departmental initiatives during stakeholder engagements; ensuring that information collection on various tourism sub-sectors is informed by the needs of the stakeholders; collating, organising and hosting tourism information sessions for presentation on various platforms; implementing search engine and performance organisation on knowledge platforms; coordinating the development and maintenance of knowledge management systems; ensuring that quality assurance of knowledge management systems is executed according to acceptable standards; monitoring and analysing the performance of knowledge systems; developing knowledge systems reports for planning and decision making; managing the development of knowledge information dissemination techniques; monitoring the continuous performance measurement of the search tools; providing the system performance standards to inform decision making.

ENQUIRIES : Mr T Modjadji Tel No: (012) 444 6383
APPLICATIONS : Recruitment0526@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

POST 05/306 : **DEPUTY DIRECTOR: COMMUNITY PARTICIPATION REF NO: DT 06/2026**

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria
REQUIREMENTS : A recognised NQF 7 qualification in Tourism/ Social Sciences. Five (5) years' relevant working experience, of which three (3) years must be supervisory/ management (ASD) level. Understanding of Universal Access and Community Development. Knowledge of the Public Finance Management Act. Knowledge of the Tourism Act. Knowledge of MS Office. Computer literacy. Good communication skills. Ability to work under pressure. Effective and efficient budget management. Ability to source funds for projects. Good presentation skills. A valid driver's licence (Persons with disabilities that prevent them from driving will be considered).

DUTIES : The successful candidate will be responsible for developing a programme that promotes Universal Accessibility; conducting Universal Accessibility audits at Government owned Provincial Parks; engaging with public and private

stakeholders; engaging with TGCSA, TBCSA to promote Universal Accessibility; designing the UA Training Programme; stakeholder consultation; engaging with CATHSETA on the training programme accreditation; identifying and mobilising stakeholders for possible partnerships; creating awareness programmes of support available for Community Based Tourism.

ENQUIRIES : Mr B Langalibalele Tel No: (012) 444 6515
APPLICATIONS : Recruitment0626@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

POST 05/307 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DT 07/2026**

SALARY : R586 956 – R1 386 972 per annum, (suitable salary will be determined in accordance with the OSD determination), (Notch and All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
CENTRE : Pretoria
REQUIREMENTS : An LLB qualification. At least 8 years appropriate post qualification legal experience. Knowledge of the Constitution. Knowledge of the PFMA. Knowledge of Civil Procedure (high court and magistrate court rules. Knowledge of PAJA, PAIA, and POPIA. Knowledge of Contracts and Legislation. Analytical thinking skills. Experience in legal drafting. Good verbal and communication skills. Project management skills. Computer literacy.
DUTIES : The successful candidate will be responsible for researching the applicability of legal principles on legal opinion; conducting research on applicable policy, legislation and legal principles with legal opinions; formulating questions to be answered on legal opinions; studying and citing relevant cases on aspects related to legal opinions; providing recommendation and conclusion within permissible legal prescripts; consulting clients to verify requests for opinion and contents of the opinion upon finalisation; ascertaining whether legislation is in accordance with principle of drafting and interpretation of statute; ascertaining that the intentions of the department and its entities are reflected in proposed or amendment bills; facilitating drafting of cabinet memorandums; responding to legal opinion aspects that arise during public hearings and parliamentary sessions; establishing if the department should litigate or defend a matter; consulting with relevant line functions; providing evidence in regard to possible settlement and negotiating settlements with opponents; preparing instructions to State Attorneys and making recommendations for appointment of suitable Advocates where necessary; monitoring court cases from inception to finalisation; reviewing all pleadings at all stages for the court case as per court rules; exploring alternative dispute resolution options for each court case; ensuring that briefings are prepared and court orders are implementing effectively; drafting and verifying contracts and international agreements; conducting research on applicable policy, legislation or regulation to be followed; determining if the contract is legal and whether it reflects the intention of the department; liaising with all stakeholders involved in the contract and negotiating on final control; certifying contracts and verifying consistency between instructions and the content of the contract, providing inputs into the strategic planning of the Directorate/ Chief Directorate and executing of the operational plan; providing supervision of Legal Administration Officers in the sub-directorate; submitting monthly and quarterly reports to the Director.

ENQUIRIES : Mr D Manngo Tel No: (012) 444 6319
APPLICATION : Recruitment0726@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

POST 05/308 : **ASSISTANT DIRECTOR: TOURISM CAPITAL INVESTMENT INCENTIVES REF NO: DT 08/2026 (X2 POSTS)**

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in Tourism Management/ Finance/ Business Administration or related field. 3-5 years' relevant working experience (three years at a supervisory level will be an added advantage). Extensive knowledge of incentive schemes and or financial analysis and reporting. Understanding of the tourism sector and NDT policies. Knowledge of tourism in general. Knowledge of local government legislation and planning pertaining to local government. Knowledge of labour and financial legislations and regulations. Understanding of the PFMA and Public Sector legislation. Sound

understanding of government policies. Sound understanding of the NDP, NTSS. Strategy making and analysis skills. Research skills. Managing IGR relations. People management skills. Negotiation skills. Communication skills. Relationship management skills. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for monitoring the implementation of project proposals for Tourism Capital Investment Incentives; designing and refining new and existing programmes; ensuring effective impact of the programme and access to eligible tourism capital; conducting operating standards and procedures for the receipt, evaluation and adjudication of proposals; evaluating proposals in line with the programme guidelines; monitoring the attainability and sustainability of performance standards as per departmental objectives; executing the analysis of performance standards as per departmental objectives; executing the analysis of performance and impact against programme objectives; monitoring internal and external stakeholder management; development and maintenance of a database of applicants to and beneficiaries of incentive programmes; liaising with key stakeholders including implementation partners, provinces and industry associations on matters related to the development, improvement and implementation of incentive programmes; ensuring effective communication around incentive programmes with all relevant stakeholders.

ENQUIRIES : Mr C Nakkooda Tel No: (012) 444 6568
APPLICATIONS : Recruitment0826@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

POST 05/309 : **ASSISTANT DIRECTOR: PROJECT COORDINATION AND REPORTING REF NO: DT 09/2026**

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in Project Management/ Tourism Management/ Development planning. 3-5 years' relevant working experience in Programme and Project Management in tourism or economic development related field of which three years must be at supervisory level. Knowledge of tourism management and development. Knowledge of Project Management systems. Financial Management skills. Human Resource Management skills. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for the coordination, and administration of tourism infrastructure, product experience and route development projects; providing support in the planning and implementation of prioritised projects and its activities in line with policies and practices; assisting to monitor the implementation of prioritised projects and drafting reports; keeping a record of prioritised projects; providing support in the development of reports or proposals; assisting with stakeholder identification; assisting in managing communication with stakeholders; assisting with the facilitation of working group meetings.

ENQUIRIES : Mr X Dlamini Tel No: (012) 444 6568
APPLICATIONS : Recruitment0926@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

POST 05/310 : **ASSISTANT DIRECTOR: MONITORING AND DATA MANAGEMENT REF NO: DT 10/2026**

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in Economics, Development Studies, Statistics and Social Sciences. An NQF Level 7 qualification will be an added advantage. 3-5 years' relevant working experience in monitoring and evaluation of which three (3) years must be at supervisory level. Experience in research, knowledge of monitoring and evaluation practices. Understanding of data collection processes. Knowledge of data processing. Knowledge and management of databases/ systems. Knowledge of the National Development Plan. Knowledge of Government-Wide Monitoring and Evaluation Policy Framework. Knowledge of PFMA, finance and procurement. Knowledge of departmental policies and procedures. Knowledge of Public Service prescripts. Research skills. Monitoring and evaluation skills. Planning and project management skills. Human Resource Management skills. Interpersonal skills.

Good communication and presentation skills. Knowledge of statistics (data analysis and interpretation). Report writing skills. Stakeholder engagement. Analytic skills. Problem solving analysis skills. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for assisting with identification of monitoring indicators for Departmental projects/ programmes/ policies; assisting with the development of monitoring guidelines; assisting with the development and implementation of monitoring tools; assisting with monitoring of the implementation of Improvement Plans for Departmental projects/ programmes/ policies; assisting with the development of M&E databases/ systems; assisting with conducting capacity building on the usage of the M&E system; assisting with provision of continuous support on the usage of M&E system; assisting with the development of guidelines for M&E data collection; assisting with conducting training on data collection; conducting site visits and data collection; assisting with the development of monitoring reports; assisting with the development of data coding list; supervising data capturing for M&E projects; verifying and validating data captured on the M&E system; conducting data cleaning; assisting with the analysis of data collected for M&E; assisting with the development of quarterly monitoring reports for departmental projects/ programmes/ policies in line with indicators identified; assisting with the development of evaluation reports and improvement plans for the departmental projects/ programmes/ policies.

ENQUIRIES : Mr T Mafela Tel No: (012) 444 6371
APPLICATIONS : Recruitment1026@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

POST 05/311 : **PROGRAMME PLANNING AND IMPLEMENTATION OFFICER REF NO: DT 11/2026 (X2 POSTS)**

SALARY : R397 116 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in Human Resource Development or related qualification. 2-3 years' relevant working experience in project management. Knowledge and understanding of the tourism and hospitality sector. Understanding of the SETA landscape. Knowledge of Human Resource Development. Knowledge of the Skills Development Act. Knowledge of Public Service and Departmental procedures and prescripts related to HRD. Programme and Project Management skills. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for participating in recruitment and selection, registration and induction of participants of skills development programmes; monitoring the implementation of skills development projects – theoretical training (classroom/ online), scheduling project site visits and developing project progress reports; facilitating the process of participants placements and engaging with potential host employers; participating in the identification, formulation and appraisal of projects/ programmes; providing the identification of solutions to remove obstacles to project implementation or minimising their effects; documenting any emerging factors that could preclude the attainment of project objectives; monitoring projects to assess project performance and tracking project milestones and deliverables; liaising with Minister/ Deputy Minister's office to ensure protocol and procedures to be followed for projects/ programmes; assisting with the maintenance of appropriate internal controls and reporting systems in order to meet project objectives; assisting in preparing Minister/ Deputy Minister's briefing notes, submissions and reports for project/ programmes; facilitating the establishment of Project Advisory Committee; facilitating quarterly meetings with the Project Advisory Committee Members – internal and external; providing secretarial support service for meetings; facilitating project launch; facilitating project graduation; facilitating meeting invitations to all stakeholders including the process of facilitating invitations of political heads for projects/ programmes; providing administrative and technical support to Programme Planning and Implementation; providing support as required in facilitating the implementation of skills development projects; initiating process mapping tools in developing procedures, process and workflows related project implementation; providing project management support in the developing of project proposals, documentation of new projects and preparation of terms of reference for new projects; ensuring compliance to current regulations; ensuring compliance to specific conditions as stipulated in the Memorandum of Agreement; facilitating the submission of regulatory audit reports; evaluating completion report and

ensuring finalisation of the close out reports; ensuring adherence to conditions as stipulated in the Memorandum of Understanding; assisting with the development of consolidated interim reports that conforms to prescribed formats; setting up of joint meeting Project Advisory teams; ensuring that all relevant stakeholders are familiar with various reporting formats, information needs and schedules and ensuring evidence-based quality reporting.

ENQUIRIES : Ms P Rakoma Tel No: (012) 444 6448
APPLICATIONS : Recruitment1126@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

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

CLOSING DATE : 02 March 2026

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

MANAGEMENT ECHELON

POST 05/312 : **SPECIALIST: MICRO ECONOMIC POLICY REF NO: ERCB-036**
Overview: To evaluate and develop micro-economic policy options to promote decent work outcomes.

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

CENTRE : Sunnyside, Pretoria

REQUIREMENTS : A qualification at NQF level 7 as recognised by the SAQA in Statistics, Computer Science, Economics, Econometrics or relevant qualification. 5 years' experience at a senior managerial level in Economic analysis in private and public environment. Key Requirements: Proven experience in economic policy formulation, including developing policy strategies and programmes. Strong analytical skills, including experience with economic and social indicator analysis and economic modelling. Experience using statistical and modelling packages and ability to compile and analyse large datasets. Experience conducting applied research and producing high-quality technical reports and policy briefs. Experience coordinating and implementing policy programmes and managing project timelines. Stakeholder engagement experience with government departments, research institutions and private sector partners. Experience managing staff, including supervision, training and performance management. Budget or financial management experience for programme-level budgets. Excellent written and verbal communication skills, including presentation and report-writing evidence.

DUTIES : Develop comprehensive economic policy strategies, economic development programmes and advise decision makers: Review and develop policy strategies and economic development programmes. Advise the department on policy development and consultative processes. Monitor international policy

developments and perform benchmarking. Coordinate and facilitate the execution of short, medium- and long-term policy strategies and programmes: Improve coordination and implementation of strategies and programmes. Develop sub-programmes and partnership agreements to support implementation. Facilitate availability of information and provide guidance for implementation. Formulate and advise on economic policy and development: Prepare proposals and evidence-based policy advice. Provide timely economic intelligence to support decision-making. Maintain relationships with other government departments in the economic cluster. Conduct research and provide analysis on economic and social indicators, policy outcomes and impacts: Design and conduct high-quality economic and social research and analysis. Organise and present research seminars and knowledge-sharing sessions. Establish and maintain partnerships with research and academic institutions. Stakeholder Management: Build and maintain relationships with key stakeholders including government, research and private sector. Coordinate consultations and ensure stakeholder inputs align with policy objectives. Facilitate collaboration and knowledge sharing on microeconomic policy initiatives. Chief Directorate Management: Manage financial resources and assets of the unit. Oversee staff supervision, training and development. Lead strategic planning and execution of the unit operational plan. Represent the Branch on relevant committees and identify critical HR competencies.

ENQUIRIES : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe, Tel No: (012) 394 3103
NOTE : In terms of the dtic's EE requirements, preference will be given to Coloured females, White males and people with disabilities.

POST 05/313 : **CHIEF DIRECTOR CAPITAL EQUIPMENT AND METALS REF NO: IC&G 109**

Overview: To lead and manage the development and implementation of policies, strategies and programmes for downstream metals fabrication.

SALARY : R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
CENTRE : Sunnyside, Pretoria
REQUIREMENT : A qualification at NQF level 7 as recognised by the SAQA in Economics/relevant engineering. 5 years' experience at a senior managerial level in Economics / relevant Engineering in public /private sector. Key Requirements: Proven senior managerial experience in economics, industrial policy or relevant engineering fields. Experience in strategic planning and development of sector strategies and action plans. Track record in overseeing research programmes and applying research to policy formulation. Experience in monitoring and evaluation of sector programmes and interventions. Programme/project management experience with deliverables monitoring and third-party contract governance Stakeholder engagement experience with industry associations, SOEs, government departments and organised business/labour. Financial management experience including budget monitoring and oversight of programme expenditure (large budgets). People management experience including supervision, staff development and performance management. Experience in developing and implementing industrial interventions for sector growth and competitiveness. Strong analytical and problem-solving skills with ability to synthesize complex sector data and evidence. Excellent written and verbal communication skills, including preparing strategic briefs, presentations and reports. Knowledge of Industrial Policy Action Plan (IPAP), PFMA, public sector governance and related legislation. Willingness and ability to travel domestically and internationally.
DUTIES : Strategy and Planning: Oversee strategic planning for the Chief Directorate and develop sector strategies and action plans aligned to IPAP. Ensure effective internal administration including business plans, records, HR and finance. Establish performance criteria and service standards for the Chief Directorate. Research and Analysis: Develop and prioritise the research agenda for the Chief Directorate. Oversee research to identify growth areas and inform sector policy. Consolidate research findings to formulate or review sectoral policies, procedures and strategies. Monitoring and Evaluation: Lead reviews of policy and implementation mechanisms to improve efficiency of sector interventions. Monitor and guide programme implementation and ensure alignment of third-party contracts with objectives. Oversee governance of contracts and monitor implementation of third-party programmes. Implementation of Interventions: Drive timely implementation of strategies and action plans and propose implementation mechanisms to DDG. Identify and unlock challenges during implementation and escalate key matters when necessary. Ensure interventions are executed to achieve targeted sector outcomes. Stakeholder Management: Identify and engage key stakeholders

during development and implementation of sector strategies. Oversee policy advocacy, liaison and networking with stakeholders to promote sector growth. Ensure implementation of decisions taken in stakeholder engagements and represent the Chief Directorate in relevant forums. Chief Directorate Management: Oversee financial resources and assets of the Chief Directorate and contribute to budget planning. Manage human resources including supervision, training and development of staff. Oversee strategic planning and execution of the operational plan and reporting against business plans.

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

NOTE : In terms of the dtic's EE requirements, preference will be given to African females and males and people with disabilities.

POST 05/314 : **CHIEF DIRECTOR: CONSUMER AND CORPORATE REGULATION REF NO: CCRB-004**

Overview: To provide strategic and operational support to the Deputy Director-General: Regulation with regard to the implementation of organisational strategies to ensure effective and efficient operations of the dtic and management of its entities.

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

CENTRE : Sunnyside, Pretoria

REQUIREMENTS : A qualification at NQF level 7 as recognised by the SAQA in qualification at NQF level 7 as recognised by the SAQA in Economics, Finance, Business Administration or Public Management. 5 years relevant senior managerial experience in the private sector or government. key requirements: Demonstrable senior managerial experience in strategic and operational planning. Proven experience in developing and implementing strategic and operational business plans and budgets. Experience in stakeholder engagement with government, industry and international partners. Track record in monitoring, evaluation and performance reporting. Financial and budget management experience. Experience managing contracts, tenders and vendor relationships. People management experience, including staff development, performance management and disciplinary processes. Experience providing strategic support to senior management. Project and programme management experience, including special projects and entity oversight. Knowledge of Public Service Act, Public Service Regulations, PFMA, Treasury Regulations and other applicable legislation (e.g., POPIA). Strong analytical, research, presentation and written communication skills.

DUTIES : Strategy & Planning: Develop, review and ensure alignment of Branch strategic and operational plans with departmental and government priorities. Lead preparation of inputs to the Medium Term Expenditure Framework (MTEF), performance plans, HR plans and SDIP Coordinate strategic planning events and ensure measurable objectives and performance indicators are set and monitored. Stakeholder Management: Establish and maintain strategic partnerships with local and international institutions and key stakeholders (business, labour, government, parliament). Manage communication of Branch work to stakeholders and media and coordinate responses to stakeholder queries. Coordinate regional and international capacity building, information sharing and participation (e.g., WIPO, SADC). Monitoring, Evaluation & Reporting: Monitor branch performance against business and project plans and introduce corrective measures where necessary. Prepare and oversee reporting to Parliament, the Executive and other stakeholders (monthly, quarterly, annual). Manage branch performance review sessions and develop monitoring systems for continuous improvement. Operational Management: Oversee planning and allocation of human and financial resources for the Branch. Ensure effective internal administration, asset and creditor management, and compliance with audit requirements. Manage labour relations, performance agreements and implementation of Batho Pele within the Branch. Strategic & Operational Support to Senior Management: Provide high-quality briefs, background papers and data analysis to support the DDG and Chief Directors. Advise on organisational, operational and financial planning and represent the Branch at executive forums. Coordinate responses to parliamentary questions, cabinet memoranda and other high-level requests. Facilitation & Entity Oversight: Coordinate relationships and oversight for entities reporting to the Branch, including budget transfers and governance matters. Manage coordination of entity-related queries, board matters and special projects (e.g., policy councils and committees). Support appointment processes and facilitate stakeholder consultation frameworks for entities.

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

NOTE : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females, White males and people with disabilities.

POST 05/315 : **DIRECTOR: EXPORT PROMOTION – AFRICA & MIDDLE EAST REF NO: EDP&OIB 136**

Overview: To oversee and coordinate export promotion and marketing initiatives and programmes in order to grow and diversify South Africa's exports.

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Sunnyside, Pretoria

REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA in Business Management, Economics, Marketing or relevant qualifications. 5 years of experience at a middle/senior managerial level in an Export Promotion environment Key Requirements: Proven senior-level experience in export promotion, international marketing or trade development. Experience leading strategic export promotion initiatives and managing programmes. Experience compiling, analysing and synthesising market intelligence and export data. Track record in developing and implementing country/regional export promotion strategies. Experience managing inward/outward trade missions, national pavilions and technical missions. Stakeholder management experience with government departments, export councils, industry associations and private sector partners. Programme and project management experience, including recruitment of exporters for export initiatives. Financial and budget management experience (managing programme budgets and procurement processes). People management experience, including supervision of senior staff and performance management. Excellent report writing, presentation and communication skills; ability to prepare briefs for senior managers and ministers. Proficiency in Microsoft Office and CRM/Project tracking systems.

DUTIES : Strategic Management and Policy Implementation: Lead compilation, analysis and synthesis of market information and intelligence to develop country/regional export promotion strategies aligned to Trade Policy priorities. Lead development, implementation and update of regional and country promotion strategies to increase and deepen South Africa’s exports. Monitor and evaluate implementation of export promotion strategies and contribute to the Chief Directorate’s operational plan. Knowledge Management and Market Intelligence: Manage collaboration with researchers and regional teams to develop information repositories and databases of importers and exporters. Provide information on sector export capacity and update export opportunity/product matrices for countries in the region. Develop and maintain briefing documents, presentations and reporting related to export promotion and aftercare services. Innovation in Delivery of Export Promotion Initiatives: Develop strategic export promotion initiatives (e.g., export bridges, export champions, processing zone projects). Manage establishment of client reception and interface facilities and development of information products (including digital formats). Monitor and evaluate new export promotion initiatives. Programme and Project Management: Manage the implementation of generic export promotion initiatives: inward buying missions, outward selling missions, technical missions and national pavilions. Facilitate ad-hoc and flagship projects and strategic coordination of business forums for incoming/outgoing state visits. Recruit and manage companies for participation in the dtic’s strategic export promotion initiatives and manage country branding/profiling activities. Stakeholder Management: Facilitate participation of export partners (provincial, metro, municipal), export councils and industry associations in export promotion projects. Lead cooperation with other government departments, foreign missions, and international agencies to support export initiatives. Manage collaborations with entities (SEDA, COTIIS, Export Councils) to identify companies for export promotion initiatives. Directorate Management: Manage financial resources and assets of the unit (budget holder responsibility). Manage human resources of the unit including staff development, supervision and performance management. Lead strategic planning and execution of the unit operational plan.

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

NOTE : In terms of the dtic's EE requirements, preference will be given to African females, Coloured females and people with disabilities.

OTHER POSTS

POST 05/316 : **DEPUTY DIRECTOR: EXPORT PROMOTION – EUROPE REF NO: EDP&OIB-091**
Overview: To coordinate and implement export promotion and market access initiatives for Europe in line with the National Export Strategy to grow, diversify and sustain South African exports.

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA in Economics, Business Management, Marketing Management, International Business/Trade or relevant qualification. 3-5 years managerial experience in export promotion or trade in a public or private environment. Key Requirements: Managerial experience in export promotion, international marketing or trade development. Proven experience coordinating and implementing trade promotion initiatives. Experience compiling and analysing market intelligence, opportunity analyses and sector briefs. Experience managing exporter recruitment and aftercare services. Stakeholder management experience with diplomatic missions, export councils, provincial agencies and industry bodies. Programme and project management experience. Experience developing or contributing to regional export strategies and policy inputs. Financial/budget monitoring experience for programme-level budgets. People management experience, including supervision and performance management. Strong written and verbal communication skills, including report and brief preparation. Computer literacy (Microsoft Office) and experience with databases/CRM or information systems. Knowledge of EU trade frameworks, market access issues and the geopolitical climate in the region.
DUTIES : Regional Export Strategy & Policy Support: Assist in developing and updating regional export promotion strategies aligned to national trade policy and departmental priorities. Conduct analysis on market trends, trade barriers and competitiveness to inform strategy and policy adjustments. Provide evidence-based inputs for sector prioritisation and regional market entry plans. Prepare strategic briefs, recommendations and technical inputs for strategic planning processes. Export Promotion and Market Access: Coordinate and implement trade promotion initiatives such as outward selling missions, inward buying missions and exhibitions. Facilitate market entry support by providing regulatory information and sector opportunities to exporters. Address and escalate market access challenges in collaboration with agencies and foreign missions. Manage recruitment and preparation of export-ready companies for participation in promotion programmes. Market Intelligence & Data Management: Collect and analyse data on market trends, sector demand and regulatory developments in the region. Produce market intelligence reports, sector briefs and opportunity analyses. Maintain and update trade intelligence databases, dashboards and information systems. Provide analytical inputs to inform programme design and market prioritisation. Stakeholder Management and Aftercare Support: Build and maintain partnerships with exporters, export councils, provincial agencies and industry bodies. Collaborate with diplomatic missions and international partners to facilitate market access and resolve trade constraints. Provide tailored aftercare services and coordinate referrals to development programmes and financiers. Track exporter performance and escalate unresolved strategic issues to management. Monitoring & Evaluation and Reporting: Develop and implement M&E tools and indicators to track programme performance and export outcomes. Conduct periodic performance reviews and extract lessons learned to improve initiatives. Produce timely and analytical progress reports (monthly, quarterly and annual) to support decision-making. Verify and consolidate data from teams, missions and programme partners for planning and reporting. Sub-Directorate Management: Manage human, financial and other resources allocated to the sub directorate. Provide inputs into the operational plan and collate inputs for quarterly and annual reports. Monitor the sub-directorate budget and performance targets. Supervise staff, support development and ensure performance management processes are implemented.
ENQUIRIES : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
NOTE : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females White males

POST 05/317 : **DEPUTY DIRECTOR: METROLOGY AND STANDARDS REF NO: IC&G 087**
Overview: To develop, support and advise on Technical Infrastructure processes, policies and programmes as it specifically relates to Accreditation, Compulsory Specifications and Building Regulations.

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A qualification at NQF Level 7 in Economics / Public Administration /Engineering/Science or relevant qualifications. 3-5 years managerial experience in the Technical Infrastructure Environment. Key Requirements: Proven experience developing and reviewing policies and procedures related to accreditation, compulsory specifications or building regulations. Experience liaising with technical infrastructure entities (e.g., SABS, NMISA) and other government departments. Experience engaging in international technical infrastructure fora (e.g., WTO TBT Committee, ILAC, IAF) or equivalent. Strong research and analytical skills, including technical analysis of standards and regulatory frameworks. Experience in monitoring and evaluating policy implementation and preparing impact reports. Programme and project management experience, including development of action plans and monitoring implementation. Stakeholder management and consultation experience with industry associations, provinces/municipalities and international partners. Report writing and presentation skills with evidence of producing technical briefings and progress reports. Experience managing budgets and reporting on financial and operational risk. Supervisory experience and people management, including staff development and performance management. Computer literacy (MS Office) and project/financial management training evidenced on CV. Knowledge of the Standards Act, Metrology Act and Legal Metrology Act and relevant public sector governance frameworks (PFMA, Public Service Regulations).
DUTIES : Develop and review strategies, policies and procedures: Develop and review technical infrastructure policies on accreditation, compulsory specifications and building regulations for SA, SADC, AfCFTA and international fora. Provide inputs into Industrial Policy processes and Key Action Programmes and support implementation of the Standards Act, Metrology Act and Legal Metrology Act. Guide Technical Infrastructure entities (e.g., SABS, NMISA) to align activities with departmental strategic plans. Stakeholder Management: Liaise, consult and network with relevant agencies, government departments, industry and technical infrastructure entities. Maintain stakeholder databases and participate in departmental and interdepartmental forums to address technical infrastructure challenges. Build and maintain relations with provincial/municipal stakeholders, organised business and labour. Research and Analysis: Conduct technical research and analysis on metrology, standards and legal metrology issues and recommend appropriate policy interventions. Analyse competitiveness issues and develop evidence-based interventions for manufacturing and value added sectors. Monitoring and Evaluation: Benchmark policies and methodologies against international best practice and conduct annual reviews of intervention impacts. Prepare monitoring and evaluation reports on technical infrastructure programmes and interventions. Sub-Directorate Management: Prepare responses to enquiries and compile monthly progress reports on projects, timelines and budgets. Provide inputs to divisional budgets, Adjustment Estimates and MTEF proposals for technical infrastructure entities. Ensure effective internal administration of the sub-directorate and contribute to annual business plans and targets.
ENQUIRIES : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
NOTE : In terms of the dtic's EE requirements, preference will be given to, Coloured males and White males.

POST 05/318 : **DEPUTY DIRECTOR: VETTING REF NO: CMSB – 025**
Overview: To manage the execution of vetting fieldwork investigations within the Department.

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A qualification at NQF level 7 in Social Science or relevant and mandatory Security Vetting Course presented by SSA or Defence Intelligence. 3- 5 years managerial experience in vetting investigations in public or private sector environment. Key Requirements: Proven experience managing vetting or personnel security investigations (including fieldwork). Experience developing

or implementing vetting policies, guidelines, norms and standards. Demonstrable vetting and investigative skills, including case/file management and quality control. Experience coordinating with external security agencies (State Security Agency, SAPS) and internal stakeholders. Experience conducting security screening of service providers and contractors. Ability to compile, analyse and present vetting reports and recommendations for management and external agencies. Project and file management experience, including participation in task teams and research initiatives. Experience identifying skills development needs and providing training or supervision to vetting staff. People management experience including staff supervision, training and performance management. Financial monitoring experience (travel/subsistence budgets) and basic asset oversight. Computer literacy (MS Office Package) and experience maintaining registers/databases. Strong written and verbal communication, report writing and presentation skills. Ability to interpret and apply relevant legislation and personnel security prescripts (e.g., MISS, National Strategic Intelligence Act).

DUTIES : Manage execution of vetting fieldwork investigations: Establish, develop and maintain systems and processes to ensure compliance with legislation, prescripts, policies and personnel security requirements. Provide and manage security vetting capacity in accordance with the National Vetting Legislation Framework. Manage and coordinate the execution of security vetting practices in consultation with the State Security Agency (SSA). Manage supportive administrative systems, channels and infrastructure to comply with vetting requirements. Develop, manage and implement policies, guidelines, norms and standards: Develop departmental vetting policies, guidelines, norms and standards and assist with implementation and maintenance. Coordinate and prioritise vetting files and monitor progress of existing vetting files within the department. Establish and manage screening processes for companies and service providers as part of procurement processes. Submit regular reports to management and the SSA on vetting files and outcomes. Advise management on personnel suitability for appointment or continued employment in line with Personnel Suitability Checks (PSC) guidelines. Identify and manage screening of personnel considered high security risk. Manage projects, research and files: Participate in project and task teams related to vetting and security matters. Conduct vetting and security-related research and development to support practices and policies. Implement and manage processes within the department, including quality control and efficient workflow of vetting officers' work. Provide guidance, training and identify skills development needs for vetting staff. Provide advice on interpretation and application of relevant legislation, policies and procedures. Sub-directorate management: Manage collation of input into quarterly and annual reports, business plans and targets. Monitor financial resources (e.g., subsistence and travel) and assets of the unit. Manage human resources of the sub-directorate, including supervision and development of staff. Manage reporting on financial and operational risk related to vetting activities

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

NOTE : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males.

POST 05/319 : **DEPUTY DIRECTOR: SECURITY SERVICES REF NO: CMSB-027**

Overview: To manage the execution of physical security in the Department and to provide professional advice and direction regarding safety and security in the dtic. The role exists to ensure execution of the Minimum Physical Security Standards (MPSS) requirements

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

CENTRE : Sunnyside, Pretoria

REQUIREMENTS : Proven experience managing physical security systems, access control, CCTV, alarms and electronic security. Experience managing contracts with security service providers and concessionaire arrangements. Experience conducting security risk assessments, TSCM (technical surveillance counter-measures) oversight and incident investigations. Experience in event security planning and compliance with SASREA and SAPS event requirements. Experience developing and implementing physical security strategies, policies, SOPs and MPSS-aligned standards. Experience maintaining asset registers for security equipment and managing lifecycle replacements. Experience in preparing security reports, analytics on incidents/alarms and presenting findings to senior management. Stakeholder management experience with SAPS, SSA, DIRCO, metro police, and other external authorities. Experience supervising security teams and managing training, performance and PSIRA

compliance for security staff and contractors. Knowledge of relevant legislation and frameworks (MPSS, MISS, PFMA, Public Service Regulations, PSIRA, Occupational Health & Safety, Firearms Control, SASREA Control of Access to Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985) along with Government Notice 2142 of 6 October 1989, Criminal Procedure Act (51 of 1977), Disaster Management Act, Trespass Act, 1959 (Act No. 6 of 1959)

DUTIES : Manage Physical Security & Safety of the dtic and its campus/ regional offices: Manage implementation of comprehensive physical security systems to protect staff, premises and assets. Analyse alarms, incident registers and operational data; plan and direct installation and maintenance of electronic security systems (CCTV, access control, X-ray, radios). Manage concessionaire security companies and ensure adequate guarding capabilities across campuses and regional offices. Oversee fire drills, emergency procedures and incident response (including lockdowns); conduct investigations into breaches and report criminal matters to SAPS where required. Ensure licences for registerable equipment (e.g., X-ray machines, radio equipment) are in place and asset registers are maintained. Perform security breach / incident investigations. Develop & Implement Policies, Norms & Standards: Conduct threat / risk assessments and develop appropriate mitigation strategies. Develop and manage departmental physical security policies, guidelines, norms and SOPs aligned to MPSS and legislative requirements. Maintain and update the physical security risk register; coordinate SAPS/SSA audits and ensure resolution of audit findings. Oversee TSCM exercises and manage removal/reporting of illicit surveillance; provide security awareness training and staff induction on security policies. Provide Security Services for Events: Coordinate event security for ministerial and departmental events in compliance with SASREA and SAPS event categorisation. Provide event security guidance and ensure operational requirements are met by venues, organisers and security providers. Stakeholder Management: Build and maintain relationships with SAPS, SSA, DIRCO, metro police, event organisers and other stakeholders to enhance campus and regional security. Support the Security Manager's Committee and liaise with external authorities on security matters. Reporting & Analysis: Compile monthly and quarterly reports on activities, security assessments, incidents and rectification plans. Collate analytics on alarms, breaches and crime trends to develop response plans and lessons learned reports. Prepare close-out reports for events and contribute to management reporting on thefts, losses and security breaches. Sub-Directorate Management: Monitor financial resources and assets of the unit, including oversight of guarding contracts and procurement of security equipment and services. Manage human resources of the sub-directorate, supervise staff, ensure PSIRA registration where applicable and implement performance management processes. Provide inputs into strategic and operational planning and ensure compliance with procurement and governance requirements.

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

NOTE : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males.

POST 05/320 : **DEPUTY DIRECTOR: APPLICATION DEVELOPMENT & SUPPORT- REF NO: CMSB – 130**

Overview: To design, build, test, maintain and support software solutions that meet the dtic needs.

SALARY : R896 463 per annum (Level 11), (all-inclusive remuneration package)

CENTRE : Sunnyside, Pretoria

REQUIREMENTS : A qualification at NQF Level 7 in Computer Science, Informatics or relevant qualification. 3-5 years relevant managerial experience in the ICT industry in public and private environment. Key Requirements: Experience analysing application requirements and translating them into technical specifications. Hands-on software development experience (e.g., .NET, C#, ASP, Microsoft Visual Studio). Experience with SQL databases and application integration. Experience implementing CI/CD and Azure DevOps or equivalent deployment pipelines. Experience performing unit testing, quality assurance and performance tuning of applications. Experience configuring and deploying commercial off-the-shelf and custom software solutions. Experience providing 2nd/3rd line technical support and managing change requests. Experience managing system upgrades, enhancements and lifecycle maintenance. Experience conducting impact assessments, release management and change control. Experience overseeing data/system conversions and software component management. Programme/project management experience,

including tracking and reporting on change status. Experience monitoring system security, auditability and availability. Experience managing financial resources and monitoring expenditure for ICT projects. Proven stakeholder engagement skills with internal business units and external entities. Demonstrable technical proficiency with Microsoft platforms, operating systems and system administration.

DUTIES : Develop Application Solutions: Provide input into software development standards and procedures. Analyse application requirements from stakeholders and translate into specifications. Develop application software according to standards and perform unit testing. Implement system integrations with dtic entities and other public entities. Configure and deploy acquired software solutions with appropriate controls and security. Maintain and Support Application Solutions: Maintain system functionality throughout the lifecycle, ensuring compliance with governance frameworks. Provide technical support, troubleshoot issues and manage change requests. Implement enhancements and upgrades to existing systems and ensure auditability. Monitor system performance, conduct diagnostics and perform performance tuning. Deploy and Release System Changes: Conduct impact assessments on system changes and implement all system changes. Track and report on change status and conduct change closure and documentation. Manage release schedules and co-ordinate deployments with stakeholders. Certify and Deploy Modified External Solutions: Validate operational environments and oversee system installation. Oversee data and system conversions and perform unit testing on software changes. Manage control and distribution of software components and ensure operational readiness. Sub Directorate Management: Provide inputs into strategic planning and execution of the operational plan. Develop implementation plans and facilitate knowledge transfer to business/support staff. Manage financial resources, assets and ensure adherence to budget controls. Supervise, coach and develop team members and manage performance processes.

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

NOTE : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males.

POST 05/321 : **DEPUTY DIRECTOR: RISK & COMPLIANCE REF NO: CMSB – 170**

Overview: To provide and manage the dtic's ICT risk management processes.

SALARY : R896 463 per annum (Level 11), (all-inclusive remuneration package)

CENTRE : Sunnyside, Pretoria

REQUIREMENTS : A qualification at NQF Level 7 in Computer Science / Informatics or relevant qualifications. 3-5 years relevant managerial experience in the ICT industry in public and private environment. Requirements: Experience developing and implementing IT governance frameworks, policies and implementation plans. Experience in ICT service continuity and disaster recovery planning and testing. Experience identifying and managing compliance with external legal, regulatory and industry standards. Experience preparing for and managing internal and external ICT audits and maintaining audit registers. Experience managing ICT change processes, impact assessments and emergency changes. Experience conducting IT risk assessments and developing/implementing risk mitigation strategies. Experience coordinating integrated reporting, including monthly, quarterly and annual ICT reports. Programme/project management experience, including monitoring implementation of plans and actions. Financial management experience including monitoring expenditure and asset management. People management experience including supervision, training and performance management. Stakeholder engagement experience with internal business units, ICT suppliers and other government departments. Technical knowledge of Microsoft platforms, operating systems, network and server operations, databases and information security. Knowledge of corporate governance, risk, fraud prevention & control and relevant legislation (PFMA, Treasury Regulations). Strong written and verbal communication skills, analytical thinking and presentation skills.

DUTIES : ICT Governance Framework: Develop IT governance frameworks and policies and produce implementation plans. Conduct annual assessments on implementation progress and review ICT policies, procedures and controls. Monitor the functioning of governance committees such as ICT Steering Committee and Change Control Board. ICT Service Continuity: Develop and maintain the ICT Service Continuity Management Plan aligned to the Business Continuity Plan. Coordinate Disaster Recovery / ITSCM testing and report on outcomes. Identify gaps in continuity processes and provide training and

awareness. Compliance with Internal and External Requirements: Identify applicable external legal, regulatory and industry requirements and monitor departmental compliance. Manage and prepare for internal and external audits and maintain the audit register. Promote a culture of ethical conduct and monitor corrective action on audit findings. ICT Change Management: Manage ICT system changes ensuring alignment with governance, risk and compliance requirements. Implement change management procedures, conduct impact assessments and manage emergency changes. ICT Risk Management: Conduct regular IT risk assessments to identify and analyse potential threats and maintain the IT risk register. Monitor emerging IT risks and develop and implement mitigation strategies. Monitor effectiveness of risk mitigation measures and report on progress. Integrated Reporting: Coordinate inputs into monthly, ICT Steering Committee, quarterly and annual reports. Produce reports on Disaster Recovery/ITSCM testing and report on progress addressing audit findings and risks. Report regularly on ICT changes implemented. Sub-directorate Management. Provide inputs into strategic planning and operational plans and implement sub-unit plans Facilitate knowledge transfer, manage financial resources and assets of the unit. Supervise and develop staff and ensure performance management processes are completed

ENQUIRIES : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
NOTE : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males.

POST 05/322 : **ASSISTANT DIRECTOR: INVESTMENT FACILITATION REF NO: IIAF&A-055**

Overview: To provide investment facilitation services and ensure policy compliance which promote domestic and foreign investment.

SALARY : R582 444 per annum (Level 10), (all-inclusive remuneration package)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A qualification at NQF level 7 in Business Management / Investment Promotion / Accounting / Business Administration / Public Administration or relevant qualification. 3-5 years investment experience in in either the private or public sector environment Key Requirements: Knowledge of South African immigration legislation, including business visa processes in terms of the dtic's responsibilities. Experience conducting compliance site visits and verifying operational compliance. Ability to assess employment creation and economic impact from company data. Experience in investor aftercare and stakeholder management. Strong customer-service orientation and ability to manage enquiries and resolve issues. Experience compiling reports, evidence-based submissions, and maintaining electronic records. Strong analytical, project, and time-management skills, including fraud and eligibility assessments. Proficiency in Microsoft Word, Excel, and database systems.
DUTIES : Investment Facilitation, Compliance & Aftercare: Provide management and guidance to applicants on immigration and legal compliance for investment-related visas. Conduct basic research to confirm eligibility and reduce risks from incomplete or fraudulent submissions. Provide preliminary recommendations for business and corporate visa applications in line with legislation and policy. Facilitate compliance for inward missions and investment events and provide aftercare support for extensions and Permanent Residency applications. Site Visits & Verification of Compliance: Coordinate and conduct business compliance site visits and maintain ongoing engagement with investors. Assess operations against compliance requirements, monitor employment creation and localisation, and compile findings into reports. Integrate site-visit findings into submissions to Department of Home Affairs where required. Customer & Stakeholder Management: Provide guidance to investors on regulatory requirements for establishing businesses in South Africa. Engage and maintain relations with stakeholders across public and private sectors, embassies, chambers and industry associations. Manage client expectations, resolve enquiries and escalate complex cases for timely intervention. Gather and analyse applicant feedback to enhance service delivery and support evidence-based policy amendments. Promotion of Policy Compliance: Promote policy compliance through information sharing and proposing practical resolutions to challenges. Develop checklists, templates or guides to promote consistency and effectiveness in compliance processes. Unit Management: Coordinate accurate record keeping in central systems and collate inputs for monthly, quarterly and annual reports. Report on financial and operational risk and provide inputs for mitigation measures. Manage human resources of the Unit including supervision, training and development.

ENQUIRIES	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
NOTE	:	In terms of the dtic's EE requirements, preference will be given to African males, Coloured males, White males and people with disabilities.

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.

CLOSING DATE : 27 February 2026

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

OTHER POSTS

POST 05/323 : **RESEARCHER REF NO: 2026/03**
Contract linked to term of office of the Commission on Khoi-San Matters ending 31 August 2026

SALARY : R468 459 per annum (Level 09), plus 37% in lieu of service benefits

CENTRE : Pretoria

REQUIREMENTS : A minimum qualification of a Bachelor's degree or equivalent qualification in Social Sciences/Anthropology/ History/ Political Studies/ Public or Development Studies/Public Policy or any relevant qualification at NQF level 7 plus a minimum of 3 years' experience in social sciences/anthropological and/or historical research and genealogical services. A valid driver's licence. Fluent in English. Core competencies: Project Management; Time Management, Problem solving and analysis; Planning and organising; Critical Thinking & Analysis, Information Literacy, Data Management, Client orientation and customer focus; Research and analytical thinking; and Communication (Verbal and written), Technical competencies: Social Sciences/Anthropological and/historical research skills; Knowledge of Khoi-San history; Planning, Literature Review, Problem-Solving, Research Report writing, presentation skills and computer literacy.

DUTIES : The successful candidate will perform the following duties: Conduct anthropological and historical research on applications for recognition of Khoi-San communities and leaders in support of the Commission on Khoi-San Matters; document customary laws of succession, customs and genealogies of Khoi-San communities and leadership in respect of the applications for recognition in support of the Commission on Khoi-San Matters. Willingness to travel extensively.

ENQUIRIES : Dr N April Tel No: (012) 336 5841

APPLICATIONS : 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 to DTARecruit202603@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management

POST 05/324	:	**ADMINISTRATIVE ASSISTANT/COMMITTEE COORDINATOR REF NO: 2026/04** Section: Secretariat: National House of Traditional & Khoi-San Leaders
SALARY	:	R 228 321 per annum (Level 05)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.
DUTIES	:	The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents to members of the NHTKL. Record documents in the appropriate registers. File and manage the paperwork of the committees. Establish effective document tracking systems. Provide secretarial support services to the House: Co-ordinate and prepare documentation for Committee meetings/ workshops/public hearing and outreaches. Coordinate meetings of committees. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by committees. Manage the diaries of the committee Chairperson. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences for the committees. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.
ENQUIRIES	:	Ms R Zungu Tel No: (012) 336 5852
APPLICATIONS	:	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 to DTARecruit202604@cogta.gov.za
FOR ATTENTION	:	Director: Human Resource Management
NOTE	:	EE Target: Youth, Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.

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 : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 02 March 2026 at 12:00 pm (Midday)
NOTE : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za .The National Treasury is compliant with the requirements of POPIA.

MANAGEMENT ECHELON

POST 05/325 : **DIRECTOR: POLICY COSTINGS REF NO: S013/2026**
Division: Tax And Financial Sector Policy (TFSP)
Re-advertisement
Purpose: To provide analysis enabling the calculation of the revenue implications of tax proposals.

SALARY : R1 266 714 per annum, (all-inclusive)
CENTRE : Pretoria

REQUIREMENTS : Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Statistics or Mathematics. A minimum of 5 years' experience at a middle or senior managerial level obtained in research and tax policy analysis and formulation. Knowledge and experience of the broader policy framework on tax revenue and related processes. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of an appointment.

DUTIES : Develop microsimulation models for corporate income tax (CIT), personal income tax (PIT) and value-added tax (VAT): Develop excel-based microsimulation models to simulate policy options for PIT, CIT, and VAT. Perform regular updating of the microsimulation models. Use microsimulation models to estimate the revenue and distributional impacts of proposed policy interventions. Annual tax incentive reviews: Assist policy directorates with data and methodological requirements to perform tax incentive reviews. Preparation, publication and development of tax expenditure statement and annual tax review (Tax Statistics publication): Assist with compiling the annual tax review and ensure accuracy and integrity of data. Coordinate inputs from the Tax Policy unit into the publication. Provide inputs to the South African Revenue Service (SARS) with the compiling of tables and graphs on tax revenue statistical data. Conduct research on international tax expenditure reporting and methodological best practices to enhance South Africa's current reporting. Determine data requirements on tax expenditures in conjunction with SARS. Publish statistical tables and graphs for the tax expenditure statement in the annual Budget Review. Assist directorates with modelling of economic impact and revenue implications of different tax policy proposals: Provide analysis to estimate the revenue implications of specific tax proposals. Justify and motivate the quantification of economic commonness of various taxes.

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

POST 05/326 : **DIRECTOR: MULTI-MEDIA AND PRODUCTION MANAGEMENT REF NO: S007/2026**

Division: Corporate Services (CS)

Purpose: To lead and supervise a team of designers, writers and videographers to create, produce and deliver multimedia content across various National Treasury digital platforms, internal newsletter, and video and utilise Artificial Intelligence tools to enhance output of content. Lead and supervise a team of designers, writers and videographers to create, produce and deliver multimedia content.

SALARY : R1 266 714 per annum, (all-inclusive

CENTRE : Pretoria

REQUIREMENTS : Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Multimedia Design or Graphic Design or Communication. A minimum of 5 years' experience at a middle or senior managerial level obtained in Communication and Multi-Media environment. 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.

DUTIES : Digital roadmap and content strategy: Direct the development of visual, audio and graphic content by reviewing scripts and ensuring that narratives align with departmental content objectives. Supervise multimedia projects throughout all phases, including preproduction such as conceptualisation and scripting including postproduction such as editing and finishing. Oversee the creation and management of high-quality multimedia content, including videos, graphics, interactive media and the adherence to the Corporate ID of the Department and Government. Develop mock-ups and storyboards for initial designs and solicit feedback from all stakeholders upon completion of the designs. Provide creative direction and strategic input for departmental campaigns. Budget design management and digital platform leadership: Lead the budget design planning and resource allocation for all multi-media and production management activities. Contribute strategic multimedia insights and new ideas during brainstorming sessions for departmental campaigns. Identify and recommend growth opportunities for digital engagement. Creative and production oversight: Manage and oversee the creative process, ensuring the National Treasury brand is consistently and accurately represented. Manage the capturing and editing photographs for events, publications, and digital platforms. Oversee the management of all graphic design visual assets,

including infographics, posters, and reports, ensuring they are aligned with brand guidelines. Direct the creative output of new initiatives, including the use of Artificial Intelligence in communication activities. Oversee the capturing and editing of all official photography for events, publications, and digital platforms. Stakeholder engagement: Engage with internal and external stakeholders on new developments and strategic direction pertaining to multimedia. Represent National Treasury on inter-governmental and external forums and committees related to multimedia and data analytics. Establish relationships with key government departments, research and international organisations to advance digital functions.

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

OTHER POSTS

POST 05/327 : **DEPUTY DIRECTOR: INFRASTRUCTURE AND CLIMATE FINANCING REF NO: S011/2026**

Division: Asset And Liability Management (ALM)

Purpose: To finance Government's gross borrowing requirement through raising funds for infrastructure and climate related projects. Contribute to the developments of the domestic debt market as well as sound Investor relations and broadening of the investor base.

SALARY : R1 059 105 per annum, (all-inclusive)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Economics or Finance or Statistics or Investment Management or Mathematical Sciences, A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is added advantage. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in financial markets, development finance, and a policy environment. Knowledge and experience of research in quantitative and qualitative methodologies. Knowledge and experience in market analysis and information for utilisation in the broader business. Knowledge and experience in dealing with various market and policy stakeholders.

DUTIES : Financing of Government's Gross- Borrowing requirements: Assist in development and implementation of a domestic and foreign borrowing strategy for the national government to finance infrastructure and climate related projects. Assist in negotiating, shortlisting and evaluating financial offers from domestic and international investors in a cost-effective manner. Assist in the Initiation and management of the funding of annual gross borrowing requirements. Participate in the manage the Debt portfolio by diversify funding sources, smoothening maturity profile and funding cash requirements. Stakeholder Engagement: Assist in the development and implementation tools that will improve the investor base, Coordinate engagements with foreign and local policy makers in the infrastructure and climate finance space to better understand ongoing policy and regulatory reforms that will create an enabling environment for infrastructure and climate financing. Develop relationships with stakeholders like banks, domestic and foreign investors and engage lawyers on certain conditional requirements. Contribute to the development of the domestic debt market as it relates to infrastructure and climate financing: Participate in Advisory Committees, climate finance committees, infrastructure platforms and Associations in Domestic Debt Market. Assist in the initiation of frequent market and portfolio analysis of qualitative and quantitative domestic and foreign currency debt information. Analyse and advise on prudent debt management policies and recommend corrective debt strategies for implementation. Monitor domestic and international economic events and their impact on the South African economy and the debt portfolio. Perform Research on markets volatility: Assist in the initiation of research on capital markets pertaining to market volatility in the prudent management of debt. Perform research on local and international markets to stay abreast of developments impact on foreign debt management issues. Analyse and provide inputs to briefing notes and speeches.

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

POST 05/328 : **DEPUTY DIRECTOR: CONCESSIONAL FUNDING REF NO: S012/2026**

Division: Asset And Liability Management (ALM)

Purpose: To provide technical guidance with the financing of the governments' borrowing requirements through the issuance of concessional and non-marketable funding and broadening of the investor base.

SALARY : R1 059 105 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Economics or Finance or Investment Management or International Economics or Policy Analysis. A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is added advantage. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in the financial markets' environment. Knowledge and experience in quantitative research methodologies. Knowledge and experience in market analyses. Knowledge and experience in dealing with various foreign interest rate markets and currencies. Experience in qualitative and quantitative analyses of domestic and foreign debt management and reports.
DUTIES : Finance Borrowing Requirement: Provide inputs in the formulation pf the funding strategy, including on concessional and non-marketable funding, budget review and medium-term budget of the National Treasury. Provide quantitative and qualitative analysis and support in the design and selection of concessional and non-marketable funding instruments. Familiarise and stay abreast of the concessional and non-marketable funding requirements and instruments in support and liaison with relevant stakeholders. Monitor and evaluate market yields and non-marketable terms of instruments for recommendations. Contribute to the review of the funding requirements of projects and programs, provide a review of project and program funding options and provide input into the compilation of program reports. Stakeholder Engagement: Provide inputs on the development and implementation of communication strategy to improve stakeholder engagements and broaden the lenders base. Provide inputs on the concessional and non-marketable funding initiatives and programmes and assist in the coordination of resource mobilization. Assist with engagements on domestic and foreign investors' interaction through roadshows and other initiatives. Assist with the establishment of relationships with stakeholders in the concessional lending space, banks, domestic and foreign investors and provide administrative support based on the engagement on loan terms and conditions. Policy Analysis: Perform policy analysis and monitor the terms and conditions of various concessional and non-marketable funding instruments in line with the prescribed legislative framework and investors' mandate. Review the legal frameworks associated with prospective concessional and non-marketable financing instruments and provide input on the development and implementation of risk mitigation. Provide guidance and support on key policy determinations on funding instruments and provide recommendations of appropriate financing instruments and funding structures to the Minister of Finance. Research on Markets and Non-Market Instruments: Perform research on concessional and non-marketable financing instruments in the prudent management of debt. Initiate research on domestic and international markets on trends in the development and impact of debt management issues. Analyse for the drafting of briefing notes, memoranda, and speeches in relation to concessional and non-marketable financing negotiations. Engage stakeholders on the latest work processes and key developments pertaining to concessional and non-marketable financing.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

POST 05/329 : **DEPUTY DIRECTOR: EXPENDITURE AND REVENUE MANAGEMENT REF NO: S005/2026**
Division: Office of The Director-General (ODG)
Purpose: To manage expenditure and revenue of the national Treasury and provide an administrative support service pertaining to payments to creditors, update on departmental revenue, etc

SALARY : R896 436 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Financial Accounting or Business Management or Public Administration. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in financial accounting and supply chain management environment. Knowledge and experience of the government financial management framework. Knowledge and experience of revenue and expenditure dissemination and reconciliation.
DUTIES : Process transactions of creditors and departmental payments: Process and reconcile transactions concerning all creditors. Authorise payments on BAS and LOGIS Procurement Integration, Generate management reports

concerning creditors and other related payments. Communicate with internal and external stakeholders on confirmation of receipt of payments. Transfer funds to government departments, entities, and agencies: Initiate the transfer of funds to provinces, municipalities and entities in compliance with regulatory requirements. Verify transfers through the reconciliation of the transfer schedule. Cash deposits, departmental revenue, and petty cash: Issue cash receipts as proof of confirmation of deposits paid. Allocate departmental revenue and justify the support documents as proof of payments. Issue petty cash advances and record in Petty Cash Register for record purposes. Manage the National Treasurys' bank accounts: Initiate the clearing of control and bank accounts as prescribed. Execute banking transactions with the relevant supporting documents. Perform bank reconciliations and minimise discrepancies. Co-ordinate requested funds based on designated drawings schedules and facilitate through SAFETYWEB. Monitor allocations to control and suspense accounts: Engage affected institutions when recover amounts allocated to control/ suspense accounts. Review reconciliations and ensure that amounts allocated to control/ suspense accounts are cleared. Review management reports and other relevant information pertaining to control/suspense accounts for correctness. Policy development and process improvement: Develop, document and update policies and standard operating procedures (SOPs) to: Directly support service delivery and day-to-day operations, mitigate operational, financial, or compliance risks, Ensure quality assurance, Support standardisation, consistency, and performance improvement, and any related tasks. Identify opportunities for improving and automating processes and procedures for efficiency and service delivery. Manage projects to implement process improvement and automation.

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

POST 05/330 : **DEPUTY DIRECTOR: PERSONNEL REMUNERATION REF NO: S006/2026**
Division: Office of The Director-General (ODG)
Purpose: To manage the activities, tasks and projects within the Personnel Remuneration and Debtors Management Unit.

SALARY : R896 436 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Financial Accounting. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in financial administration or accounting management environment or similar finance environment. Knowledge of reconciliation of different financial statements. Knowledge of the broader financial framework of the public service.
DUTIES : Payroll management: Ensure that payrolls are distributed timeously to Budget Managers for certification and filed in a folder for audit purposes. Verify that contact details on payrolls report are correct and up to date. Perform/verify system descriptions for auditors and ensure that audit queries are properly answered. Ensure that budget details (pay point, responsibility, objective) on PERSAL for the interface of personnel expenditure to BAS are correct. Communicate incorrect contact details, provide information, etc. to all stakeholders and update, where necessary. Ensure compliance with all relevant and application statutes, regulations and departmental prescripts. Authorise all allowance and deduction transactions captured on PERSAL/BAS Systems. Engage DPSA and other departments on the implementation of allowances, deductions, salary structures, tariff changes and leave without pay implications. Engage SARS on certain tax deductibles and payments that might have financial implications. Inter-act with Attorneys on Garnishee's and court orders for implementation. Prepare monthly and annual management reports and information on personnel remuneration related transactions. Debtors' management: Authorise debt owed to the National Treasury and ensure it is recovered timeously. Authorise all debtors' transactions within the transversal systems (PERSAL/BAS). Monitor follow ups with debt tracing agents and state attorneys for the recovering of outstanding debt, and sign formal communication to debtors, debt tracing agent and the State Attorneys. Ensure that proper follow-ups are performed with GEPF when employees owing money to the department. Recommend an affordable repayment of debt within a financial year and recommend alternatives when the period exceeded the current financial year. Approve/recommend write-offs for CFO's approval. Assessment of termination transactions: Ensure that all terminations transactions are correct and authorised timeously. Monitor that final documentation is received from HR timely to prevent salary overpayments and

ensure no delays of payments. Ensure terminations are finalised in a tax year to ensure tax compliance. Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to subsistence and travel advance/claims. Execute project related activities in accordance with the approved projects deliverables. Manage subsistence and travel advances and claims: Accurately authorise amounts payable to employees and ensure that transactions are properly supported with the necessary supporting documentation. Review monthly management reports and ensure information regarding subsistence and travel are provided as and when required. Ensure that clients are up to date with the lates tariffs, policies and procedures. Execute project related activities in accordance with the approved projects deliverables. Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to subsistence and travel advance/claims. Monthly and annual reconciliations and reporting: Review/verify reconciliations of all transactions done on the transversal systems, eg. Payroll (PERSAL) and financial system (BAS). Verify input for financial statements, and annual report. Ensure that tax reconciliations are reviewed and verified monthly, bi-annually and annual and that reconciliations are submitted timeously. Provide auditors with additional information on request. Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to subsistence and travel advance/claims. Policy development and process improvement: Develop, document and update policies and standard operating procedures (SOPs) to: Directly support service delivery and day-to-day operations; Mitigate operational, financial, or compliance risks; Ensure quality assurance; Support standardisation, consistency, and performance improvement, and any related tasks. Identify opportunities for improving and automating processes and procedures for efficiency and service delivery. Manage projects to implement process improvement and automation.

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

POST 05/331 : **ASSISTANT DIRECTOR: INFRASTRUCTURE AND CLIMATE FINANCING REF NO: S009/2026**

Division: Asset And Liability Management (ALM)

Purpose: To finance Government's gross borrowing requirement through raising funds for infrastructure and climate related projects. Contribute to the developments of the domestic debt market as well as sound Investor relations and broadening of the investor base.

SALARY : R582 444 per annum, (excluding benefits)

CENTRE Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Economics or Finance or Statistics or Investment Management or Mathematical Sciences, A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is added advantage, A minimum of 3 years' experience obtained in:-financial markets, development finance, -policy environment, research in quantitative and qualitative methodologies, Knowledge and experience in market analysis and information for utilisation in the broader business, Knowledge and experience in dealing with various market and policy stakeholders.

DUTIES : Financing of Government's gross borrowing requirements: Assist in development and implementation of a domestic and foreign borrowing strategy for the national government to finance infrastructure and climate related projects. Assist in negotiating, shortlisting and evaluating financial offers from domestic and international investors in a cost-effective manner. Assist in the initiation and management of the funding of annual gross borrowing requirements. Participate in the manage the Debt portfolio by diversify funding sources, smoothening maturity profile and funding cash requirements. Stakeholder Engagement: Assist in the development and implementation tools that will improve the investor base. Coordinate engagements with foreign and local policy makers in the infrastructure and climate finance space to better understand ongoing policy and regulatory reforms that will create an enabling environment for infrastructure and climate financing. Develop relationships with stakeholders like banks, domestic and foreign investors and engage lawyers on certain conditional requirements. Contribute to the development of the domestic debt market as it relates to infrastructure and climate financing: Participate in Advisory Committees, climate finance committees, infrastructure platforms and associations in Domestic Debt Market. Assist in the initiation of frequent market and portfolio analysis of qualitative and quantitative domestic and foreign currency debt information. Analyse and advise on prudent debt

management policies and recommend corrective debt strategies for implementation. Monitor domestic and international economic events and their impact on the South African economy and the debt portfolio. Perform Research on markets volatility: Assist in the initiation of research on capital markets pertaining to market volatility in the prudent management of debt. Perform research on local and international markets to stay abreast of developments' impact on foreign debt management issues. Analyse and provide inputs to briefing notes and speeches.

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

POST 05/332 : **ASSISTANT DIRECTOR: CONCESSIONAL FUNDING REF NO: S010/2026**
Division: Asset And Liability Management (ALM)
Purpose: To assist with the financing of the governments' borrowing requirements through the issuance of concessional and non-marketable funding and broadening of the investor base.

SALARY : R582 444 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Economics or Finance or Investment Management or Policy Analysis. A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is added advantage. A minimum of 3 years' experience obtained in financial markets operations. Knowledge and experience in quantitative research methodologies. Knowledge and experience in market analyses. Knowledge and experience in dealing with various foreign interest rate markets and currencies. Experience in qualitative and quantitative analyses of domestic and foreign debt management and reports.

DUTIES : Finance Borrowing Requirement: Assist and provide inputs to formulate funding strategy, including on concessional and non-marketable funding, budget review and medium-term budget of the National Treasury. Assist with quantitative and qualitative analysis and support the concessional and non-marketable funding instruments. Familiarise and stay abreast of the concessional and non-marketable funding requirements and instruments in the support and liaison with relevant stakeholders. Perform an evaluation of market yields and non-marketable terms of instruments for recommendations. Provide support in reviewing the funding requirements of projects and programs, assist in the review of project and program funding, and provide inputs into the compilation of program reports. Stakeholder Engagement: Provide inputs on the development and implementation of communication strategy to improve stakeholder engagements and broaden the lenders base. Provide inputs on the concessional and non-marketable funding initiatives and programmes and assist in the coordination of resource mobilization. Assist with engagements on domestic and foreign investors' interaction through roadshows and other initiatives. Assist with the establishment of relationships with stakeholders in the concessional lending space, banks, domestic and foreign investors and provide administrative support based on the engagement on loan terms and conditions. Policy Analysis: Assist with the analysis of terms and conditions of various concessional and non-marketable funding instruments. Support the review of legal frameworks associated with prospective concessional and non-marketable financing instruments and provide inputs on the development and implementation of risk mitigation. Assist in the analysis of funding instruments and provide inputs on the recommendations of appropriate financing instruments and funding structures to the Minister of Finance. Research on Markets and Non-Market Instruments: Assist with research initiatives on concessional and non-marketable financing instruments in the prudent management of debt. Assist with research on domestic and international markets on trends in the development and impact of debt management issues. Assist with the analysis and drafting of briefing notes, memoranda, and speeches in relation to concessional and non-marketable financing negotiations.

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

POST 05/333 : **ASSISTANT DIRECTOR: MULTI-MEDIA AND PRODUCTION MANAGEMENT REF NO: S008/2026**
Division: Corporate Services (CS)
Purpose: To develop and implement a digital communication strategy for National Treasury (NT) focusing on exploring new and relevant digital platforms to enhance public engagement and awareness.

SALARY : R468 459 per annum, (excluding benefits)

CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's. degree (equivalent to NQF level 7) in Multimedia Design or Graphic Design or Communication. A minimum of 3 years' experience obtained in communication service environment.
DUTIES	:	Develop content plans for all social media platforms: Develop and execute content plans that are aligned to NT social media strategy. Regularly present content plans and social media strategies to management. Produce relevant, engaging, and original content. Post and schedule content across relevant social media platforms. Ensure all content aligns with NT key messages and overall communication objectives. Write and edit social and digital copy tailored for each social media platform. Utilise Artificial Intelligence Tool to enhance productivity. Community Engagement: Interact with social media users in a professional and timely manner to grow and keep followers engaged. Respond to social media queries and complains in accordance with the NT social media policy. Build and maintain relationships with key digital influencers within the community. Moderate social channels by removing inappropriate content and blocking disruptive followers. Assist in the reporting and takedown of fake accounts impersonating NT officials or the organisation. Build and maintain relationship with other government multimedia teams to creative collaboration. Work closely with the internal and external communications team to ensure that content is managed from conceptualisation to delivery. Digital Analytics and Reporting: Utilise social media listening tools to monitor and analyse public sentiment, topic trends, and audience feedback. Translate collected data and insights into actionable recommendations for the NT's digital strategy. Engage directly with followers who engage NT's products and services. Strive to increase overall engagement and proactively resolve any potential public relations issues that could impact NT's reputation. Campaign and Creative Support: Stay current with the latest digital and social media trends. Generate monthly reports on overall community sentiment, notable trends and provide meaningful feedback. Contribute to brainstorming and developing new ideas for digital campaigns. Compile comprehensive social media and campaign reports for stakeholders. Photography and videography: Capturing and editing official photography and videography for events, publications, and digital platforms.
ENQUIRIES	:	enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 27 February 2026

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

MANAGEMENT ECHELON

POST 05/334 : **DIRECTOR: WATER SERVICES REGULATION REF NO: 270226/01**
Branch: Water and Sanitation Services Management: EC
CD: Provincial Operations: Eastern Cape

SALARY : R1 266 714 per annum (Level 13), (all-inclusive salary package)

CENTRE : East London

REQUIREMENTS : Relevant NQF level 7 qualification in Science or equivalent qualification. Five (5) years of experience at a middle / senior managerial level in water services environment. The disclosure of a valid unexpired driver's license. Knowledge in the formulation of water services strategy. Knowledge and experience in policy development and implementation. Knowledge and understanding of water act and related legislation. Supervisory skills. Knowledge of financial management and public finance management Act (PFMA). Knowledge in the operational plans of Water Schemes and municipalities. Knowledge in the plans of wastewater management. Knowledge in the operational plans of other industries and water sector forums in water related matters.

DUTIES : Ensure compliance to drinking water norms and standards. Monitor compliance to drinking water services standards. Conduct technical inspections on drinking water plants. Implement blue drop programmes. Ensure compliance to wastewater and sanitation services norms and standards. Monitor compliance to municipal wastewater standards. Conduct technical inspections on wastewater plants. Implement green drop programmes. Regulate on-site and non-sewered sanitation. Monitor. Analyse and publish on Institutional Performance Assessment Programme (IPAP) and No Drop Programme by WSAs. Implement IPAP programme. Regulate municipal water use efficiency (No Drop). Monitor municipal water and sanitation tariffs. Provide strategic leadership and business planning. Operational planning and reporting.

Financial planning and reporting. Supply chain planning and reporting. Human resource planning and reporting. Human resource development and performance management.

ENQUIRIES : Ms P Makhanya Tel No: (043) 604 5401
APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

OTHER POSTS

POST 05/335 : **SCIENTIST MANAGER GRADE A REF NO: 270226/02**
Branch: Water Resource Management
Dir: Resource Quality Information Services
Re advertisement, applicants who have previously applied must reapply.

SALARY : R1 099 488 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria (Roodeplaat)
REQUIREMENTS : An MSc degree or relevant qualification in Numerical, Earth or Natural Science. Six (6) years post BSc Natural Scientific experience. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's licence. A certification in information systems analysis, design, and development, backed by relevant experience. Working knowledge of National Water Act, 1998 (Act No 36 of 1998), related legislation policies. Computer literacy. Knowledge of PFMA and Occupational Health and Safety Act. Planning and organising, people management, conflict management, negotiation, change management skills. Mentoring of candidate scientists. Experience in design, development and maintenance of water resources information systems. Experience in information systems project management and financial management skills. Good communication, presentation, and networking skills. Ability to review technical and scientific reports and provide recommendations. Technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation (DWS) units and other government departments. Professional Judgment. The ability to work independently, to interact with internal/external stakeholders, Professional Service Providers (PSPs) and planning partners in the water sector. Working knowledge of research and development. Computer aided scientist applications. Creation of high-performance culture. Sound administrative skills and a demonstrated commitment to service delivery.
DUTIES : Provide leadership and management to the Sub-directorate: Resource Quality Information. Lead the analysis, design, development and maintenance of water quality information databases and systems. Lead, coordinate and develop methodology for the analysis and generation of water resource quality data, information and knowledge products. Develop and implement water resource quality information dissemination tools. Lead and coordinate technical reporting and publication of water resource quality information, through reports, publications and websites. Review scientific documents and publications on water resource quality information. Lead and coordinate training of the DWS officials and the DWS entities on the use of water resource quality information databases and systems. Compile technical, scientific, performance reports, project plan and reports, audit reports, risk reports, operational plan, demand management plan and procurement plan.
ENQUIRIES : Ms T Masilela Tel No: (012) 808 9619
APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 05/336 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 270226/03**
Branch: Infrastructure Management: Head Office
Dir: Strategic Infrastructure Asset Management
Sd: Conveyance System

SALARY : R921 900 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor of Technology in Civil Engineering (B Tech or relevant qualification. Six (6) years post qualification engineering Technologist experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Civil Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge and experience in project management, contracts management and understanding of procurement processes in the Public Sector is recommended. Technical design and analysis knowledge. Technical report writing. Must have experience in managing rehabilitation of

conveyance systems, specifically in aspects of canals, pipeline, tunnels, pumpstations and reservoirs. Experience in managing rehabilitation of water treatment works will be an added advantage. Must have experience in asset lifecycle management of water resources infrastructure Sound financial planning and management. Ability to communicate, conflict management, contract dispute resolution and negotiation skills will be an added advantage. Decision making, team leadership, creativity and self-management. Customer focus and responsiveness. Good communication skills both (verbal and written). Planning, organising people management skills. Computer literacy and the ability to use most common MS Office programs is highly recommended. Ability to work with program management software such as MS Project will be an added advantage.

DUTIES : Manage the Conveyance Systems Management Sub-Directorate. Oversee all aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC 2015, FIDIC and NEC Suits of contracts. Provide engineering designs and supervision to conveyance related projects. Manage the technical, environmental, contractual, risk, social and financial aspects of Conveyance Systems Management' rehabilitation projects. Ensure compliance with technical standards, legal requirements, timeframes, and approved budgets during the implementation of projects. Support operational and maintenance of conveyance systems. Manage production and term contracts to assist operations with maintenance, rehabilitation and betterment of conveyance infrastructure. Provide engineering assistance with the management of major equipment overhauls and upgrades in all the operational areas. Develop maintenance guidelines for conveyance infrastructure. Perform evaluation of Department of Water and Sanitation conveyance system by means of instrumentation and assessment as required by legislation and /or departmental policies. Develop and manage budget for the Sub-Directorate. Provide inputs of the budget to Cluster Offices when required. Ensure Departmental targets regarding BEE targets are adhered to. Overall management of the Sub-Directorate Conveyance Systems Management including the inputs into the Directorates business plan. Provide progress reports on the achievement of objectives for the Directorate.

ENQUIRIES : Ms N Mwandla Tel No: (012) 336 7435

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

POST 05/337 : **SCIENTIST (PRODUCTION) GRADE A – C REF NO: 270226/04**
Branch: Infrastructure Management: Head Office
Dir: Engineering Services

SALARY : R761 157 – R1 144 008 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : A relevant BSc (Honours) Degree in Applied Geology, Geology, Geological Sciences, or relevant qualification. Three (3) years post qualification experience in the following fields: Engineering Geology, Geohydrology, Geophysics, Soil Mechanics, Rock Mechanics as a Natural Scientist. Professional Scientist registration with the South African Council of Natural Scientific Professions (SACNASP) in the field of practice Geological Sciences or Earth Sciences as a Natural Scientist. The disclosure of a valid unexpired driver's license. Working knowledge of National Water Act, 1998 (Act No 36 of 1998), Dam Safety Regulations, 2012 (No. 35062) and related policies. Computer literacy. Working knowledge of relevant Engineering Geological and Geotechnical Engineering legislation and related policies. Knowledge of National Environmental Management: Waste Act 2008 and Mineral and Petroleum Resources Development Act 2002 Act for Borrow Areas, Quarry Development and Stock Piling. Knowledge of PFMA and Treasury Regulations 16. Knowledge of Occupational Health and Safety Act. Ability to review technical and scientific reports and provide recommendations. Exposure to construction environment management. Technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation (DWS) units and other government departments. Professional Judgment. Good communication, presentation, and networking skills. People management skills. Planning, organising, conflict management and change management. Excellent problem solving and analysis. The ability to work independently, to interact with communities, Professional Service Providers (PSPs) and planning partners in the water sector. Willingness to travel extensively all over the country and work irregular hours.

DUTIES : Provide geological services towards the development, maintenance, rehabilitation, and refurbishment of bulk water infrastructure projects. This includes amongst others, the development of geological and geotechnical investigation programmes at different construction phases and development of financial proposals and Terms of References. Development of soil and rock laboratory testing programmes that take into consideration local geology, geohazards and codes of practice for development on problem soils and dolomitic land. Compilation of Foundation and Material Investigation programmes and reports for the design and construction of Category II and III dams, sourcing of construction materials and modelling probabilities of failure in slopes, embankments, and reservoirs. Compilation of Environmental Management Programmes for geotechnical investigations. Provide technical inputs to DWS civil engineering projects. Provide technical support to regional and cluster offices on projects. Represent the Department in various fora including participation in the technical committee meetings for projects. Assist in the management of PSPs where required. Attend meetings and manage conflict among various stakeholders during the implementation of geological and geotechnical projects.

ENQUIRIES : Dr N Mgabisa Tel No: (012) 336 8561

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

POST 05/338 : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION GRADE A REF NO: 270226/05**
Branch: Infrastructure Management: Head Office
Dir: Environmental Impact Monitoring (EIM)

SALARY : R498 816 per annum, (OSD)

CENTRE : Pretoria Head Office

REQUIREMENTS : A relevant Honours Degree in Environmental Studies or related Science fields (Water Resource Management; Chemistry; Ecology; Biology; Plant Science; Zoology; GIS; Soil Science; Geology; Geography. Environmental Policy and Environmental Management). Three (3) years post qualification experience will serve as an added advantage. Computer literacy. The disclosure of a Valid unexpired driver's license. Experience in any of the following work spheres will serve as an advantage: Environmental Impact Assessment, GIS, Mining permits/ MPRDA regulations, Contract Management; Compliance Monitoring & Enforcement and implementation of Chapter 4 of National Water Act. Working knowledge of National Water Act, 1998 (Act No 36 of 1998) and related policies. Working knowledge of NEMA and related environmental legislation, related regulations and policies. Knowledge of Integrated Water Resources Management. Ability to review technical and scientific reports and provide recommendations. Exposure to construction projects and related environmental requirements. Technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation (DWS) units and other government departments. Professional Judgment. Good communication, presentation and networking skills. People management skills. Planning, organizing, conflict management and change management. Excellent problem solving and analysis. The ability to work independently, to interact with communities, Professional Service Providers (PSPs) and planning partners in the water sector. Willingness to travel extensively all over the country and work irregular hours.

DUTIES : Give support and guidance to the DWS Infrastructure Management Branch and other DWS units. Drafting of Screening Reports to determine the level of authorization required and to determine also if an independent Environmental Assessment Practitioner is required in compliance with NEMA and related EIA Regulations. Environmental Control Officer (ECO) Services for project that does not require independent ECO. This includes doing monthly audits and making sure the DWS complies relevant legal prescripts (MMPs, directives, section 28 of NEMA ect). Participate as Project Management Team member (Environmental Specialist) for the implementation phase of the projects. Drafting of Terms of Reference and budgeting for the appointment of specialists/ PSP (ECO, EAPs, archaeologists, ecologists ect). Contract management after the PSP has been appointed (approving invoices based on deliverables, monthly progress meetings ect). Provide integrated environmental services towards the development, maintenance, rehabilitation and refurbishment of bulk water infrastructure projects. Attend meetings and manage conflict among various stakeholders during the relocation and settlement negotiation process.

ENQUIRIES : Mr Lucky Mzanywa Tel No: (012) 336 8582

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

POST 05/339 : **CHIEF ARTISAN GRADE A: ELECTRICAL/MECHANICAL (WORKSHOP) REF NO: 270226/06**
Branch: Infrastructure Management Head Office Cd: Water Resource Infrastructure Operations And Maintenance Dir: Strategic Infrastructure Asset Management

SALARY : R480 261 per annum, (OSD)
CENTRE : Standerton Area Office
REQUIREMENTS : An Appropriate Trade Test Certificate in Electrical/Mechanical. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. The disclosure of a valid unexpired driver's license. Knowledge of Asset Management Plan (AMP) and Maintenance Strategies. Knowledge of project management. Understanding technical design and analysis knowledge. Understanding computer-aided technical applications. Knowledge of technical report writing and technical consulting. Understanding production, knowledge and skills. Decision making, teamwork, creativity, financial management, customer focus and responsiveness, planning and organizing. Good communication skills both (verbal and written). Knowledge of computer skills. Change of problem solving and analysis.
DUTIES : Manage the Electrical/Mechanical Workshop and ensure compliance to prescribed standards in ensuring safe and serviceable infrastructure (pumps, valves, sluices, auxiliary drives, cranes, water vessels, motors, etc.) on Government Water Schemes through planned maintenance schedules, unplanned repairs, and refurbishment projects. Develop and manage the Material Requirements Plan (MRP), compile material quantities and ensure timely procurement in line with Supply Chain Management (SCM) processes. `Monitor and maintain material stock levels (Min and Max) by liaising and obtaining quotations from suppliers according to the SCM processes. Liaise with the Technical team for product specifications and ensure that materials are procured in compliance with specifications and standards. Identify assets for disposal, develop and implement disposal strategy for immovable assets across the Government water Schemes, and update the Asset Management Plan (AMP). Supervise, and assess performance of workshop staff, identify training needs and ensure compliance with Occupational Health and Safety (OHS) requirements. Prepare technical reports, provide input into project planning and execution, and ensure efficient utilization of financial and material resources.
ENQUIRIES : Ms N Mwandla Tel No: (012) 336 7435
APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 05/340 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: 270226/07 (X5 POSTS)**
Branch: Infrastructure Management: Head Office Dir: Strategic Infrastructure Asset Management Sub Dir: Rocs

SALARY : R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Understanding of project management. Technical design and analysis knowledge. Understanding of research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Networking, and professional judgement. Problem solving and analysis. Decision making, team leadership, creativity and self-management. Customer focus and responsiveness. Good communication skills both (verbal and written). Planning, organising people management skills.
DUTIES : The successful candidate will be responsible for project management of conveyance system rehabilitation projects. Responsible for projects from inception to Close-outs stage. Represent Client and provide technical input during site and technical meetings. Ensure compliance with technical standards, legal requirements, timeframes, and approved budgets during the implementation of projects. Support operational and maintenance of conveyance systems. Ensure through evaluation that planning and design by

others is done according to sound and engineering principles. Aid in evaluation of Department of Water and Sanitation conveyance system by means of instrumentation and assessment as required by legislation and/or departmental policies.

ENQUIRIES : Ms N Mwandla Tel No: (012) 336 8736
APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 05/341 : **ARTISAN PRODUCTION GRADE A – C: ELECTRICAL/MECHANICAL (WORKSHOP): REF NO: 270226/08**
Branch: Infrastructure Management: Head Office
Cd: Water Resource Infrastructure Operations and Maintenance
Dir: Strategic Infrastructure Asset Management

SALARY : R243 597 – R408 048 per annum, (OSD), (Offer will be based on proven years of experience)
CENTRE : Standerton Area Office
REQUIREMENTS : An Appropriate Trade Test Certificate in Electrical/Mechanical. At least 3 years' post-apprenticeship appropriate experience will serve as an added advantage. The disclosure of a valid unexpired driver's license. Knowledge and practical exposure of maintenance of rotating equipment. Knowledge of project management. Understanding technical design and analysis knowledge. Understanding computer-aided technical applications. Knowledge of legal compliance. Understanding technical reports. Knowledge of production, process knowledge and skills. Decision making, teamwork, creativity, analytical skills, self-management, customer focus and responsiveness, planning and organizing. Good communication skills both (verbal and written. Knowledge of computer skills. Change of problem solving and analysis.
DUTIES : Operate basic mechanical/electro-mechanical equipment and machinery according to prescribed standards and schedules. Carry out routine tasks following detailed instructions to meet performance targets. Assist in the maintenance of the store's inventory of critical spares and the determination of stocking levels and reorder points. Checking the status of store machinery, equipment/plant, and communicating any malfunction to the supervisor. Identify assets for spares or scrapping and prepare the necessary reports to facilitate their disposal. Provide qualified electrician and fitter services as required. Liaise with the Government water Schemes and develop material requirements to update the demand plans for procurement. Provide input in the development and review of maintenance strategies and policy. Provide input in the review and updating of the asset management plan. Supervise tradesman aides and workshop assistants; provide on-the-job training and ensure adherence to workshop safety protocols. Ensure compliance with safety, health, environmental, and quality standards in all maintenance work.
ENQUIRIES : Mr. KW Mahlane Tel No: (012) 336 6921
APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 05/342 : **TRADESMAN AID: ELECTRICAL/MECHANICAL (WORKSHOP) REF NO: 270226/09 (X5 POSTS)**
Branch: Infrastructure Management: Head Office
Cd: Water Resource Infrastructure Operations and Maintenance
Dir: Strategic Infrastructure Asset Management

SALARY : R163 680 per annum (Level 03)
CENTRE : Standerton Area Office
REQUIREMENTS : NQF level 3 (Grade 10 certificate or relevant qualification. Six (6) months trade related experience. Basic knowledge in maintenance of structure and managing the water distribution for all government waterworks within the area Office's jurisdictions. Basic knowledge in policy implementation. Basic knowledge in monitoring and evaluation principles. Basic disciplinary knowledge in Occupational Health and Safety. Basic disciplinary knowledge in Public Administration. Basi knowledge in supporting water utilisation and water resources strategy. Basic knowledge of flood controlling. Basic understanding of government legislation.
DUTIES : Provide assistance in the maintenance of facilities, vehicles and equipment. Perform routine maintenance on electrical equipment in accordance with established standards. Repair, clean, service and ensure the safe keeping of equipment and tools according to standards. Store all equipment securely in the designated storeroom. Assist the Artisan (Electrical/Mechanical) with executing maintenance, repairs, and service of machinery and installations.

		Carry, handle and maintain tools and equipment in good condition. Assist the Artisan with material store inspections, record keeping, and updating the stock levels. Perform administrative duties following instructions from the supervisor. Maintain cleanliness and general good housekeeping practices within the workshop and material storage area. Load and offload tools, materials, and equipment on a daily basis. Operate a brush cutter and slashes when required. Provide daily reports to the supervisor on all defects and abnormal activities.
ENQUIRIES	:	Mr KW Mahlane Tel No: (012) 336 6921
APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 05/343	:	**GENERAL STORES ASSISTANT REF NO: 270226/10 (X2 POSTS)** Branch: Infrastructure Management: Head Office Dir: Strategic Infrastructure Asset Management
SALARY	:	R163 680 per annum (Level 03)
CENTRE	:	Standerton (Strategic Stores)
REQUIREMENTS	:	Relevant NQF Level 1. One (1) year of experience in warehouse. Knowledge of stores equipment and appliances. Knowledge of receiving and issuing materials. Knowledge of tracking order status. Knowledge of updating stores procedures. Knowledge of chemical use (dilution / mix) chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine / equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of stores maintenance and issuing practices. Basic understanding of government legislation.
DUTIES	:	Receive and distribute stock and materials. Manage stock issuing and control. Maintain accurate documentation and reporting. Physical verification of asset and compilation of the disposal list for strategic assets. Ensure safe and organised storage. Bar coding of assets on the system and allocation of bar code numbers on assets. Coordinate stock logistics and support operations.
ENQUIRIES	:	Mr K Mahlane Tel No: (012) 336 6921
APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF TRANSPORT

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Applications must be submitted only via the provincial e-Recruitment system available at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za (Click: Jobs, to view vacancies without logging-in). The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: www.ectransport.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. Hand-Delivered/ Emailed / Faxed / Posted applications will not be accepted.

CLOSING DATE : 27 February 2026. No Late applications will be accepted.

NOTE : Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is currently unsingable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at http://www.ectransport.gov.za/documents/Z83%20FORM.pdf which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for recommended candidates, to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment).Enquiries can be directed to Ms. H. Magengelele / Ms. N.

Palele 043 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: www.ectransport.gov.za

OTHER POSTS

POST 05/344 : **CHIEF PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATION (03 POSTS)**

SALARY : R582 444 – R686 091 per annum (Level 10)
CENTRE : Sarah Baartman (Struandale) (Ref.DOT 01/02/2026)
Sarah Baartman (Graaf-Reinet) (Ref.DOT 02/02/2026)
Sarah Baartman (District Office) (Ref.DOT 03/02/2026)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA)/B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management/Road Traffic and Municipal Police Management/Traffic Management/LLB/Public Management/Traffic Safety Management/Transport Management. 7 – 10 years' experience in Traffic Law Enforcement Field. 3 – 5 years' supervisory experience (SL7/8) in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive knowledge of traffic management policies and Regulations. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.

DUTIES : Manage and enforce Road Traffic Legislation and other relevant legislation: develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and given evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of departmental EE targets, preference will be given coloured African Males/Females, Indian Males/ Females and People with disability.

POST 05/345 : **CHIEF PROVINCIAL INSPECTOR: DISTRICT TRAFFIC LAW ENFORCEMENT (REF.DOT 04/02/2026)**

SALARY : R582 444 – R686 091 per annum (Level 10)

CENTRE : Joe Gqabi (District Traffic Law Enforcement Services)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA)/B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management/Road Traffic and Municipal Police Management/Traffic Management/LLB/Public Management/Traffic Safety Management/Transport Management. 7 - 10 years' experience in Traffic Law Enforcement Field. 3 - 5 years' supervisory experience (SL7/8) in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive knowledge of traffic management policies and Regulations. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.

DUTIES : Manage and enforce Road Traffic Legislation and other relevant legislation: develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and given evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of departmental EE targets, preference will be given coloured African Males, Coloured Females, Indian Males/ Females and White Females and People with disability.

POST 05/346 : **SCM CLERK (SUPERVISOR): ACQUISITION MANAGEMENT**

SALARY : R325 101 – R382 959 per annum (Level 7)

CENTRE : Head Office KWT (Ref.DOT 05/02/2026) (1 Post)
Joe Gqabi (Ref.DOT 06/02/2026)

REQUIREMENTS : ational Senior Certificate, National Diploma (NQF Level 6)/B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Operations & Management / Logistics Management/ Financial Management/Purchasing/Public Management/Public Administration/ Public Management/Administration/ Commerce. 1 - 2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework

governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

DUTIES : Advertising of bids Closing of bids Sourcing of quotations Publishing of all awarded bids on all relevant websites Compiling a database of approved suppliers Co-ordinate, review and compile the list of prospective bidders and sourcing Setting up committee evaluation for both Bids and quotations Evaluation of quotations Pré-evaluation of bids Secretarial duties for Bid Evaluation, Bid Adjudication Committee, and quotations. Preparing and compiling of Bid Reports Compiling of minutes, reports and memorandum for meetings Filling of documents Performing administration duties for SCM: Acquisition unit Compiling Reports Acquisition Project Plan and Consolidate awarded contracts from District and Head Office In terms of departmental.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of departmental EE targets, preference will be given African Males, Coloured Males/Females, Indian Males/Indian Females and White Males/Females.

POST 05/347 : **HR CLERK (SUPERVISOR): HUMAN RESOURCE ADMINISTRATION (REF.DOT 07/02/2026) (02 POSTS)**

SALARY : R325 101 – R382 959 per annum (Level 7)
CENTRE : Chris Hani
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6)/B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management/Public Management/Public Administration/Industrial Psychology. 1- 2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.

DUTIES : Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference should be given Coloured Females, Indian Males Females and White Males/ Females and People with disability

POST 05/348 : **FINANCE CLERK (SUPERVISOR): EXPENDITURE MANAGEMENT SERVICES**

SALARY : R325 101 – R382 959 per annum (Level 7)
CENTRE : In House Construction Unit Makhanda (Ref.DOT 08/02/2026)
Head Office KWT (Ref.DOT 09/02/2026)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting/Cost and Management Accounting/Financial Management/Financial Planning/Accounting/Internal Auditing. BAS and LOGIS Certificate is compulsory. PERSAL Introduction Certificate will be an added advantage. 1-2 years relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.).

DUTIES : Process payments of Departmental liabilities in respect of suppliers and service providers. Ensure that all invoices received from the SCM Registry are captured and updated on the reconciliation spread sheet. Prepare monthly reconciliation report. Ensure that quarterly supplier confirmations are prepared. Pre-authorise payments on LOGIS. Check creditor's reconciliation and endorse signature as proof thereon. Supervise subordinates. Attend to all payment enquiries including municipalities. Assist to manage and document

compliance with PFMA in respect of reporting, performance expenditure. Assist in planning payment within 30 days, reporting. Authorise payments manually and on the transversal system of BAS and LOGIS. Analyse BAS Expenditure reports. Identify and process payments. Assist in preparation and implementation of the payment monitoring tool and creditor's reconciliation. Promote sound financial management in line with the PFMA. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Comply with the Public Service prescripts. Allocate and ensure quality of work. Personnel development. Assess staff performance.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given African females, Coloured Females, Indian Males and Females and White Males and People with Disability.

POST 05/349 : **REGISTRY CLERK (SUPERVISOR): HUMAN RESOURCE ADMINISTRATION (REF.DOT 10/02/2026)**

SALARY : R325 101 – R382 959 per annum (Level 7)
CENTRE : Chris Hani
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6)/B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management/Public Management/Public Administration/Registry/Records Management. 1-2 years' experience in the environment. A valid driver's license minimum code B. Knowledge: National Archives Act. Teamwork. Knowledge of registry Duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment.

DUTIES : Supervise the handling of incoming and outgoing correspondence: Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render effective filing and record management services: Opening and close files according to the record classification system. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money, and update register daily. Do spot checks on post to ensure that no private post is included. Lock post in postbag foe messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of the number of letters franked. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Supervise human resources according to public service prescriptions. Maintain high ethical standards in own work environment and those of subordinates.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Females, Indian Males Females and White Males/ Females and People with disability.

POST 05/350 : **ADMIN CLERK (SUPERVISOR): TRANSPORT INFRASTRUCTURE (REF.DOT 11/02/2026)**

SALARY : R325 101 – R382 959 per annum (Level 7)
CENTRE : Amathole
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF Level 7) as recognised by SAQA in Public Administration/ Office administration/ Public Management. 1-2 years' relevant experience in the environment. A valid driver's licence minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general administration support services: Record, organise, store, capture and retrieve correspondence and data. 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 basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register to the component. Provide administrative support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component; maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Females, Indian Males/Females and White Males/Females and people with disability.

POST 05/351 : **SENIOR PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATIONS REF NO: DOT 12/02/2026**

SALARY : R325 101 – R382 959 per annum (Level 7)
CENTRE : Sarah Baartman
REQUIREMENTS : National senior certificate. Basic traffic diploma from an accredited traffic college. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and public transport. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement documents.

DUTIES : Manage and enforce road traffic, public passenger, transport legislation, and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plana and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the

province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given coloured African Males/Females, Indian Females, and people with disability.

POST 05/352 : **PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (06 POSTS)**

SALARY : R269 499 – R317 463 per annum (Level 6)
Centre:Joe Gqabi (Stenysburg) (Ref.DOT 13/02/2026) (3 Posts)
Sarah Baartman (Graaf-Reinet Traffic Station) (Ref.DOT 14/02/2026)
Chris Hani (Queenstown Sub-District) (Ref.DOT 15/02/2026) (2 Posts)

REQUIREMENTS : National Senior Certificate, Basic Traffic Diploma from accredited institution. One-year practical experience in law enforcement. A valid driver's license minimum code B. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by aiding with motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males Females, and White Males/ Females and People with disability.

POST 05/353 : **PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (REF.DOT 16/02/2026) (133 POSTS)**
(12 Months contract)

SALARY : R269 499 – R317 463 per annum (Level 6)
CENTRE : Head Office KWT
REQUIREMENTS : National Senior Certificate, Basic Traffic Diploma from accredited institution. One-year practical experience in law enforcement. A valid driver's license minimum code B. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives

and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by aiding with motorists and executing escort Duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related Duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given African Males/Females, Coloured Males/Females, Indian Males/Females and White Males/Females.

POST 05/354 : **SCM CLERK (PRODUCTION): LOGISTICS MANAGEMENT (08 POSTS)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Chris Hani (Ref.DOT 17/02/2026) (2 Posts)
Head Office KWT (Ref.DOT 18/02/2026)
Amathole (Ref.DOT 19/02/2026) (3 Posts)
OR Tambo (Ref.DOT 20/02/2026)
Alfred Nzo (Ref.DOT 21/02/2026)

REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: procurement procedures; administrative procedures; financial management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust.

DUTIES : Receive a requisition. Process requisition. Coordinate the safekeeping and distribution of goods. Coordinate the control of stock. Coordinate the disposal of stock inventory. Function as Secretariat in SCM Committees.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given African Females, Coloured Males/Females, Indian Males and White Males/ Females including people with disability.

POST 05/355 : **ROAD WORKS FOREMAN: TRANSPORT INFRASTRUCTURE MAINTENANCE (REF.DOT 22/02/2026)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Sarah Baartman
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Road machinery, equipment, and material.

DUTIES : Facilitate Implementation of roads maintenance projects according to prescribed roads standards. Facilitate those repairs and maintenance of road surface and pavements is done. Supervise subordinates attached to the post.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given African Females, Coloured Males/ Females, Indian Males/ Indian Females and White Males/ Females and People with disability.

POST 05/356 : **ADMIN CLERK (PRODUCTION): TRANSPORT INFRASTRUCTURE FLEET SERVICES (REF.DOT 23/02/2026)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Sarah Baartman
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of Clerical Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework

governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from 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. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given African Females, Coloured Males/ Females, Indian Males/ Indian Females and White Males/ Females and People with disability.

POST 05/357 : **ADMIN CLERK (PRODUCTION): TRANSPORT INFRASTRUCTURE SERVICE (REF.DOT 24/02/2026)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE mathole
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from 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. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given African Females, Coloured Males/Females, Indian Males and White Males/Females and People with disability.

POST 05/358 : **ADMIN CLERK (PRODUCTION): DISTRICT SCHOLAR TRANSPORT (02 POSTS)**
(12 Months Contract)

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Amathole (Ref.DOT 25/02/2026)
OR Tambo (Ref.DOT 26/02/2026)
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.

DUTIES : Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de- registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and

receive, per association, the lists of deceased and or In- Active members for de-registration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de- registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive, and monitoring and assisting the newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given African Females, Coloured Males/Females, Indian Males/ Females and White Males/Females and People with disability.

POST 05/359 : **ADMIN CLERK (PRODUCTION): TRANSPORT SAFETY (REF.DOT 27/02/2026)**

POST 05/ : R228 321 – R268 950 per annum (Level 5)
CENTRE : Alfred Nzo
REQUIREMENTS : National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.

DUTIES : Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from 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. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of pay slips. Ensure the distribution of assets and equipment.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/360 : **REGISTRY CLERK (PRODUCTION): LOGISTICS MANAGEMENT (03 POSTS)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Sarah Baartman (Ref.DOT 28/02/2026) (2 Posts)
Alfred Nzo (Ref.DOT 29/02/2026)

REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of registry Duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.

DUTIES : Provide registry services. Attend to clients. Manage telephonic and other enquiries received. Receive and register hand delivered mail/files. Manage incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance

register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/361 : **REGISTRY CLERK (PRODUCTION): DEMAND MANAGEMENT) (REF.DOT 30/02/2026)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Amathole
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of Registry Duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.

DUTIES : Provide registry services. Attend to clients. Manage telephonic and other enquiries received. Receive and register hand delivered mail/files. Manage incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/362 : **ADMIN CLERK (PRODUCTION): HUMAN RESOURCE DEVELOPMENT (REF.DOT 31/02/2026) (02 POSTS)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Head Office KWT
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from 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. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the

component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/363 : **SCM CLERK (PRODUCTION): DEMAND MANAGEMENT SERVICES (REF.DOT 32/02/2026)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : OR Tambo
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of supply chain Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem-solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written). Facilitate rotation of supplier Database (CSD), Advertise quotations, serve as secretariat to bid committees, ensure that all procurement done are in line with district procurement plan.

DUTIES : Render asset management clerical support: Compile and maintain records (e.g. databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Assist in the issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/364 : **ADMIN CLERK (PRODUCTION): DISTRICT TRAFFIC LAW ENFORCEMENT SERVICES (02 POSTS)**

SALARY : R228 321 - R268 950 per annum (Level 5)
CENTRE : OR TAMBO Traffic Station LTSC (Lusikisiki) Ref (DOT 33/02/2026)
OR TAMBO KSD Mthatha Traffic Station Ref (DOT 34/02/2026)
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from 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. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange

travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/365 : **ADMIN CLERK (PROD): EPWP COORDINATION & MONITORING (REF.DOT 35/022026)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Sarah Baartman
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical Duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general clerical support services: 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. Collect documents/packages from 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. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/366 : **SECRETARY (04 POSTS)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Head Office KWT Internal Audit Services (Ref.DOT 36/02/2026)
Head Office KWT Logistics, Asset and Records Management (Ref.DOT 37/02/2026)
Head Office KWT Transport Infra Maintenance (Ref.DOT 38/02/2026)
In-House Construction Makanda (Ref.DOT 39/02/2026)
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Excellent language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy and being able to work with all Microsoft Applications and the related systems. Sound organisational skills. High level of reliability. Excellent written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

DUTIES : Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the Appointments Secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players, and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leaving registers and telephone accounts. Handle the procurement of standard items like stationery, refreshments etc. Remain up to date regarding prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office.

ENQUIRIES	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
NOTE	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
POST 05/367	:	**ADMIN CLERK (PRODUCTION): COMPLIANCE SUPPORT SERVICES (REF.DOT 40/02/2026)**
SALARY	:	R228 321 – R268 950 per annum (Level 5)
CENTRE	:	Head Office KWT
REQUIREMENTS	:	A National Senior Certificate. No experience. However, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
DUTIES	:	Render general clerical support services: 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. Collect documents/packages from 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. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
ENQUIRIES	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
NOTE	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
POST 05/368	:	**ADMIN CLERK (PRODUCTION): TRANSPORT INFRASTRUCTURE MAINTENANCE (02 POSTS)**
SALARY	:	R228 321 – R268 950 per annum (Level 5)
CENTRE	:	Head Office KWT (Ref.DOT 41/02/2026) Alfred Nzo (Ref.DOT 42/02/2026)
REQUIREMENTS	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
DUTIES	:	Render general clerical support services: 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. Collect documents/packages from 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. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
ENQUIRIES	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
NOTE	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/369	:	**HR CLERK (PRODUCTION): HUMAN RESOURCE ADMINISTRATION (03 POSTS)**
SALARY	:	R228 321 – R268 950 per annum (Level 5)
CENTRE	:	Sarah Baartman (Ref.DOT 43/02/2026) (2 Posts) Alfred Nzo (Ref.DOT 44/02/2026)
REQUIREMENTS	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. PERSAL knowledge will be an added advantage. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
DUTIES	:	Implementation of human resource administration practices concerning HR Provisioning. Implementation of appointments and transfers. Conduct verification of qualifications. Provide secretariat functions at interviews. Assist in the management of probationary periods for employees. Respond to human resource administration enquiries and inform supervisors accordingly. Maintain high ethical standards in own work environment. Implementation of service benefits: Verify records of all departmental employees who are the homeowners and those who are tenants. Process leaves gratuity and discounting applications. Process Z102 on-line withdrawal of fund application forms and overleaf timeously. Capture pension application forms for resigned, retired and deceased officials. Assist in the administration of leave matters. Assist in the implementation of PILIR in the district. department. Maintain high ethical standards in own work environment.
ENQUIRIES	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
NOTE	`:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
POST 05/370	:	**FINANCE CLERK (PRODUCTION): REVENUE & DEBTORS (02 POSTS)**
SALARY	:	R228 321 – R268 950 per annum (Level 5)
CENTRE	:	Sarah Baartman (Ref.DOT 45/02/2026) Alfred Nzo (Ref.DOT 46/02/2026)
REQUIREMENTS	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and Treasury regulations (PFMA, DORA, PSA, PSR,PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).
DUTIES	:	Conduct revenue collection services. Assist in the Implementation of departmental revenue collection plan. Monitor the collection of revenue on the allocated revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Conduct revenue reconciliation services: Collect Disbursement Forms and deposit slips from revenue collection agents. Make a follow up on all outstanding returns. Make a follow up on all discrepancies with revenue collection agents (e.g.) South African Post Office. Coordinate updating of the reconciling spreadsheet. Coordinate reconciliation of Disbursements with NATIS report act on any differences. Coordinate reconciliation of reports with BAS and facilitate rectification of any errors. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required
ENQUIRIES	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
NOTE	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
POST 05/371	:	**ADMIN CLERK (PRODUCTION): COMMUNITY DEVELOPMENT (REF.DOT 47/02/20226)**
SALARY	:	R228 321 – R268 950 per annum (Level 5)
CENTRE	:	Sarah Baartman
REQUIREMENTS	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties,

practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general clerical support services: 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. Collect documents/packages from 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. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/372 : **ADMIN CLERK (PRODUCTION): SECURITY INFORMATION & TECHNOLOGY SERVICES (REF.DOT 48/02/2026)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Sarah Baartman
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations. Skills: Computer skills. Public Service Act. Public Service Regulations. Microsoft Office packages (i.e. Outlook, PowerPoint; Excel; Word; SharePoint etc) IT Service Desk / Helpdesk; Assets Management

DUTIES : Assist in administrative/clerical support to IT Office; Operate office equipment i.e. Photocopiers and fax machines. Receive and direct telephone calls for the office Logging of Service requests / Calls on the IT Helpdesk and assigning them to technicians. Updating of calls daily; Drawing reports from the IT Helpdesk system.; Administration related to the IT section; Asset Transfer management; Updating of Information relating to the IT Section. Assist with procurement requests, record keeping and filing Assist in the preparation of memos and requests for approval for the Section. Coordinate appointments with Service Providers and IT Technician's within the District. Arrange meetings and events for the office. Process Travel and subsistence claim of the staff in the office. Draft routine correspondence and reports; Administer leave registers; Assist and manage with procurement of basic stationary Remain abreast with the procedures and processes that apply in the office. Study the relevant Public Service and Departmental prescripts/ Policies and other documents to ensure that the application thereof is understood correctly.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/373 : **ADMIN CLERK (PRODUCTION): PUBLIC TRANSPORT REGISTRATION, OPERATOR LICENCE & PERMITS (REF.DOT 49/02/2026)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Alfred Nzo
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general clerical support services: 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. Collect documents/packages from 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. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/374 : **SCM CLERK (PRODUCTION): ASSET MANAGEMENT (REF.DOT 50/02/2026) (02 POSTS)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Sarah Baartman
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment

DUTIES : Render asset management clerical support: Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/375 : **FINANCE CLERK (PRODUCTION): EXPENDITURE MANAGEMENT SERVICES (REF.DOT 51/02/2026)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Chris Hani
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Skills: Team, Communication, Interpersonal Relations, Flexibility, Computer skills, Accuracy, Aptitude of figures, Basic Numeracy skills.

DUTIES : Render Financial Accounting transactions: Receive invoices, Check invoices for, correctness, verification and approval (internal control), Process invoices (e.g., capture payments), Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advice, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Administer the payment of suppliers. Administer creditors reconciliation. Capture all financial transactions, Clear suspense accounts, record debtors and creditors, process electronic banking transactions, Compile journals. Render a budget support service: Collect information from budget holders, compare expenditure against budget, identify variances, Capture, allocate virements on budgets, distribute documents regarding the budget, File all documents, Receive and capture cash payments.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.

e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/376 : **ADMIN CLERK (PRODUCTION): PUBLIC TRANSPORT INSPECTORATE (REF.DOT 52/02/2026)**

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Alfred Nzo
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations. Skills: Computer skills. Public Service Act. Public Service Regulations. Microsoft Office packages (i.e. Outlook, PowerPoint; Excel; Word; SharePoint etc) IT Service Desk / Helpdesk; Assets Management
DUTIES : Assist in administrative/clerical support to IT Office; Operate office equipment i.e. Photocopiers and fax machines. Receive and direct telephone calls for the office Logging of Service requests / Calls on the IT Helpdesk and assigning them to technicians. Updating of calls daily; Drawing reports from the IT Helpdesk system.; Administration related to the IT section; Asset Transfer management; Updating of Information relating to the IT Section. Assist with procurement requests, record keeping and filing Assist in the preparation of memos and requests for approval for the Section. Coordinate appointments with Service Providers and IT Technician's within the District. Arrange meetings and events for the office. Process Travel and subsistence claim of the staff in the office. Draft routine correspondence and reports; Administer leave registers; Assist and manage with procurement of basic stationary Remain abreast with the procedures and processes that apply in the office. Study the relevant Public Service and Departmental prescripts/ Policies and other documents to ensure that the application thereof is understood correctly.
ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za
NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/377 : **DATA CAPTURER (03 POSTS)**

SALARY : R193 359 – R227 766 per annum (Level 4)
CENTRE : Sarah Baartman Community Development (CBP) (Ref.DOT 54/02/2026)
Sarah Baartman (Innovation & Empowerment) (Ref.DOT 53/02/2026)
Public Transport Registration Operator License & Permits – Alfred Nzo (Scholar) (Ref.DOT 54/02/2026)
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical Duties, practices as well as the ability to capture data, operate computer and collect statistics will be an added advantage.
DUTIES : Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g., databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to
ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za
NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/378 : **DATA CAPTURER: DISTRICT SCHOLAR TRANSPORT (09 POSTS**)
(12 Months Contract)

SALARY : R193 359 – R227 766 per annum (Level 4)
CENTRE : Sarah Baartman (Scholar) (Ref. DOT 55/02/2026)
Head Office KWT (Ref. DOT 56/02/2026) (6 Posts)
Alfred Nzo (Scholar) (Ref.DOT 57/02/2026)

Chris Hani (Ref. DOT 58/02/2026)

REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics will be an added advantage.

DUTIES : Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g., databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/379 : **ROAD WORKER: TRANSPORT INFRASTRUCTURE MAINTANANCE (06 POSTS)**

SALARY : R163 680 – R192 810 per annum (Level 3)

CENTRE : Alfred Nzo Maintenance (Ref.DOT 59/02/2026) (3 Posts)
Amathole Transport Infrastructure (Ref.DOT 60/02/2026) (3 Posts)

REQUIREMENTS : ABET Level 2, Valid Code 10 Driver's Licence. No experience, however, exposure to the environment will be an advantage. You must be healthy and physically fit. Prepared to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.

DUTIES : Bush clearing and vegetation control. Culverts installation and cleaning. Road marking. Road signs, guard rails, culverts and kilometre marker installation. Gravel roads and surface roads maintenance. Loading and off-loading of material. Concrete work and steel fixing. Digging of trenches, cleaning of mitre and side drains. Washing of machinery and cleaning of workshops and tools. Surface road porthole patching. Gabion installation and erosion control. Fence installation.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/380 : **DRIVER MESSENGER SERVICES (REF.DOT 61/02/2026)**

SALARY : R163 680 – R192 810 per annum (Level 3)

CENTRE : Chris Hani: Asset, Logistics & Disposal Management

REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent). Driving License. Professional Driving Permit. 12 months driving experience. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.

DUTIES : Drive light and medium-sized motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Render a clerical support/ messenger service in the relevant office: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/381 : **GENERAL WORKER: MAINTENANCE (REF.DOT 62/02/2026)**

SALARY : R138 486 – R163 131 per annum (Level 2)

CENTRE : Amathole

REQUIREMENTS : Abet Level 2 or grade 8. No experience, however, exposure to the environment will be an advantage. You must be healthy and physically fit. Prepared to work

after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.

DUTIES : Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/382 : **GENERAL WORKER (ASSISTANT): LOGISTICS AND DISPOSAL MANAGEMENT SERVICES (REF.DOT 63/02/2026) (03 POSTS)**

SALARY : R138 486 – R163 131 per annum (Level 2)
Centre : Amathole
EQUIREMENTS : Abet Level 2 or grade 8. No experience, however, exposure to the environment will be an advantage. You must be healthy and physically fit. Prepared to work after hours. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.

DUTIES : Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

POST 05/383 : **GENERAL WORKER: BIZANA TRAFFIC STATION (REF.DOT 64/02/2026) (3 POSTS)**

SALARY : R138 486 – R163 131 per annum (Level 2)
Centre : Alfred Nzo
REQUIREMENTS : Abet Level 2 or grade 8. No experience, however, exposure to the environment will be an advantage. You must be healthy and physically fit. Prepared to work after hours. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.

DUTIES : Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations.

ENQUIRIES : Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: www.ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

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.

CLOSING DATE : 27 February 2026

NOTES : In line with the Department's Employment Equity Plan, People With Disabilities are encouraged to apply. 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 on 076 521 4118. Applicants must complete the online Z83 and attach a comprehensive Curriculum Vitae (CV). All other documents are submitted by shortlisted candidates). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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.

OTHER POSTS

POST 05/384 : **CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: REFS/035401**
Directorate: Infrastructure Delivery Eastern/Central Cluster

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 : Head Office Johannesburg

REQUIREMENTS : 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. 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 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.

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

POST 05/385 : **CHIEF ARCHITECT REF NO: REFS/035402**
Directorate: Asset Management System and Plans

SALARY : R1 088 488 - R2 027 811.per annum 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 : Johannesburg (Head Office)

REQUIREMENTS : B Degree in Architect or relevant qualification. Minimum of 6 years post qualification in Architecture experience required. Compulsory Registration with SACAP as a Professional Architect. A Valid Drivers' License. Competencies: Knowledge of applicable legislation in the built industry including National Building Standards Act of 1977, Construction Industry Development Board Act of 2000, Council for Built Environment Act of 2000, PFMA/DORA/Treasury Regulations and other relevant Legislations. Skills-strategic capability and leadership skills, problem solving and analyzing skills, planning and organizing, verbal and written communication, financial management skills and change management skills.

DUTIES : Perform final review and approvals or audits on architectural designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources. Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to

organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational 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 organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural 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. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural 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. Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational 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 organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.

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

POST 05/386 : **LEGAL ADMIN OFFICER: CONTRACT ADMINISTRATION (MR 3-5) REF NO: REFS/035413**
Directorate: Contract Administration

SALARY : R324 579 – R1 111 323 per annum (All-inclusive Package) Salary will be in accordance with OSD determination).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 the relevant legal qualification.

CENTRE : Head Office

REQUIREMENTS : LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). A minimum of 2 years' appropriate post qualification legal experience in legal contracts administration. A valid driver's License. Competencies: GPG and DID policies and procedures, Relevant legislation and Public Service Regulations, understanding of expectations of customers, Understand and have a basic knowledge of legal research principles. Sound knowledge of the Public Service Act, Public Finance Management Act, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Protection of Personal Information Act Constitutional and Administrative Law, Contract Law and Interpretation of statutes and other relevant public sector legislation would be strongly recommended. The ability to negotiate and draft contracts and other legal documents. Sound knowledge of Property Law and Construction Law. Skills – Analytical and research skills, verbal and written communication skills. Legal drafting and Computer literacy. Attributes- Flexible/ change oriented, Proactive, and resourceful, Quality oriented, Innovative.

DUTIES : Assist in precontract negotiations, drafting, vetting and reviewing contracts, MOU's SLA, memorandum and letters on behalf of the Department. Assist Practitioners to draft and amend Procurement contracts. Assist in managing correspondence in the event of breaches of contract or legal disputes. Assist in providing key enabling support to business unit within the department.

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

POST 05/387 : **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)
Ref No: REFS/035405- Directorate: Infrastructure Delivery Northern Cluster
Ref No: REFS/035406 - Directorate: Infrastructure Delivery Eastern/ Central Cluster
Ref No: REFS/035409- Chief Directorate Health
Ref No: REFS/035410- Chief Directorate: Engineering Services

REQUIREMENTS : 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

DUTIES : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to corporate 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.

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

POST 05/388 : **CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO: REFS/035398 (3 POSTS)**
Chief Directorate: Health Infrastructure, Maintenance and Technical Portfolio Services

SALARY : R879 342 - R1 323 267.per annum. All-Inclusive Package Remuneration). 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 for shortlisted applicants).

CENTRE : Head Office

REQUIREMENTS : National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR BTech (Build 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. Registered as a Professional Construction Project Manager with SACPCMP. A valid driver's licence. Competencies: Knowledge- Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management

Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Skills- Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes- People centred. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics.

DUTIES : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

ENQUIRIES : Ms. Sikelelwa Mboto Tel: 076 521 4118

POST 05/389 : **CHIEF ARTISAN GRADE A: BUILDING/ELECTRICAL/MECHANICAL REFE NO: REFS/035407**
Chief Directorate: Maintenance

SALARY : R480 261 - R769 920.per annum (plus benefits).
CENTRE : Leratong Facility Maintenance Hub
REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Planning and organizing, verbal and written communication and computer literacy skills.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational 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 Tel: 076 942 4090/ 076 521 4118

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS : Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag x9142 Pietermaritzburg 3200, for attention Mrs ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via kznpw.jobs.headoffice@kznworks.gov.za. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs."

CLOSING DATE : 27 February 2026

NOTE : Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013. Please note that employment verifications shall be undertaken for all experience which has been recognized for shortlisting purposes, experience in the public service will need to be supported with a signed job description and persal service record history and experience from the private sector needs to be supported by a certificate of service confirming the name of company, position held, periods of employment and duties performed. Experience that cannot be verified will result in the applicant being disqualified.

MANAGEMENT ECHELON

POST 05/390 : **CHIEF FINANCIAL OFFICER REF NO: HO/CFO/022026**
This are the re-advertisement; candidates are encouraged to re-apply.

SALARY : R1 494 900 per annum (Level 14) (all-inclusive), to be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE	:	Head Office: Pietermaritzburg
REQUIREMENTS	:	An appropriate and recognised NQF level 7 post qualification in Financial or Business Management/ Administration plus 5 years relevant experience at a senior management level in commercial finance/ operational environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate to be submitted prior to appointment.
DUITES	:	Key Performance Areas: Develop implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer ensuring that the financial resources and assets of the Department are utilized effectively and economically to realise the objectives of the Annual Performance Plan. Manage the Supply Chain Management systems of the Department ensuring good governance arrangements and value for money for good and services. Manage construction procurement services and Internal Control. Manage the development and implementation of policies. Manage the resources.
ENQUIRIES	:	Dr V Govender (Acting Head of Department: Tel: 033 – 355 5533)
NOTE	:	NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
POST 05/391	:	**DIRECTOR: LEGAL SERVICES REF NO: DLS/HO/022026**
SALARY	:	R1 266 714 per annum (Level 13) (all-inclusive package to be structured in accordance with the rules for SMS)
CENTRE	:	Head Office - Pietermaritzburg
REQUIREMENTS	:	Grade 12 plus a Bachelor of Laws (LLB) Degree or a relevant Legal qualification at a NQF level 7 as recognized by SAQA. Admittance as an Attorney / Advocate. A Valid driver's license. A minimum of 5 years' middle/senior management experience in a legal environment. Computer literacy in the office software packages. A valid driver's licence. The recommended candidate will also be required to produce a SMS Pre-entry (Nyukela) certificate prior to appointment.
DUTIES	:	Key Performance Areas: Manage and facilitate civil litigations. Manage the drafting of legal documents, contracts and agreements. Manage the provision of legal opinions and advice within the Department. Manage the development and implementation of policies. Manage the resources of the Directorate.
ENQUIRES	:	Ms A Khan – Chief Director: Corporate Services Tel No: 033 – 3555666
NOTE	:	NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE
OFFICE OF THE PREMIER

APPLICATIONS : Applications are encouraged to be submitted through the Provincial Government e-Recruitment website at https://erecruitment.limpopo.gov.za, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtainable from all Government Departments or can be downloaded from 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.

CLOSING DATE : 27 February 2026 at 16h00.

NOTE : The Office of the Premier is an affirmative action employer. Preference will be given to qualifying candidates from designated groups in line with the Employment Equity Plan of the Office. The following must be considered in relation to the completion of the Z83 by applicants: Application form must be fully completed and signed by the applicant. All the fields in Part A, C and D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. If yes (provide detail)”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the Z83 application form for employment, and applicants are accountable for the information that is provided therein. NB: The questions related to conditions that prevent re-appointment under Part F of the Z83 application form must be answered with Yes or No, however, applicants currently employed by the public service do not need to complete the section. Applicants must quote the specific reference number indicated on the post applying for in the Column “Reference Number” on Z83 application form. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Governance with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. 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 (or any other required certificates and/or results on the post), 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

POST 05/392 : **DIRECTOR: ORGANISATIONAL DEVELOPMENT COORDINATION REF. NO: OTP: 01/26/01 (1XPOST)**
Directorate: Organisational Development Coordination
(Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested)

SALARY : R1 266 714 – R1 492 122. per annum (all-inclusive remunerative package) per annum (Level 13)

CENTRE : Polokwane

REQUIREMENTS : A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Management Services / Organisational Development / Operations Management/ Production Management / Human Resources Management / Business Administration or equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA). Training in Job Evaluation will be an added advantage. A minimum of five (05) years' experience at Middle /Senior Managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disabilities.

DUITES : Responsibilities: Develop and review Provincial OD and JE policies, procedures and processes Ensure uniformity on the implementation of Work-study compliance issues within the Provincial Administration. Plan and manage the consultation process as determined in terms of the directive by the MPSA. Chair and Coordinate Provincial OD and JE Committee meetings. Provide technical support to the departmental heads of OD and JE units. Conduct full work-study investigations at macro level. Monitor the alignment of departmental organizational structures with the strategic positions of specific departments. Manage benchmarking process of generic posts in the province. Facilitate consolidation of job descriptions from provincial departments in respect of generic posts. Conduct impact study on the implementation of JE results on the organizational structures of departments. Represent the province at the Inter-Provincial and National OD and JE Forums. Monitor consistency in the implementation of job evaluation system in the province. Facilitate implementation of Organisational Functional Assessment (OFA) in all provincial departments. Provide advice (through workshop etc.) on the development and implementation of procedure manuals in line with applicable prescripts. Manage the facilitation on the submission of OMF reports to DPSA.

ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/393 : **DIRECTOR: INTEGRITY, SECURITY AND VETTING SERVICES REF NO: OTP: 01/26/02 (1XPOST)**
Directorate: Integrity, Security and Vetting Services

SALARY : R1 266 714 – R1 492 122.per annum (all-inclusive remunerative package) (Level 13)

CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Security / Risk Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle / Senior Managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disabilities.
DUITES	:	Responsibilities: Provide strategic direction in respect of Policy development within Provincial Administration. Coordinate, monitor and evaluate the anti-corruption programmes within Provincial Departments. Monitor the implementation of the whistle blowing mechanisms and manage the development of information management systems. Coordinate information security and vetting services. Coordinate physical and technical security.
ENQUIRIES	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/394	:	**DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: OTP: 01/26/03 (1XPOST)** Directorate: Research and Development
SALARY	:	R1 266 714 – R1 492 122.per annum (all-inclusive remunerative package) (Level 13)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Public Management / Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of five (5) years' experience at Middle / Senior Managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disabilities.
DUITES	:	Responsibilities: Coordinate the review and implementation of the Provincial Research & Development Framework. Coordinate the development and implementation of the Provincial Research & Innovation Agenda. Management and coordination of the Limpopo Research Ethics Committee (LPREC). Facilitation & Coordination of the Limpopo Research Forum. Management of the Limpopo Policy Research Repository. Management of the Directorate.
ENQUIRIES	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

OTHER POSTS

POST 05/395	:	**DEPUTY DIRECTOR: INTERNATIONAL RELATIONS (IR) & AFRICAN PEER REVIEW MECHANISM (APRM) REF NO: OTP: 01/26/04 (1XPOST)** Directorate: International Relations and APRM
SALARY	:	R1 059 105 – R1 247 574.per annum (all-inclusive remunerative package) (Level 12)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in International Relations/Political Science/Economics or an equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience within IR/APRM of which three (03) years' experience must have been at an Assistant Director / Junior Management level. A valid driver's license except for people with disabilities.
DUITES	:	Responsibilities: Consolidate and promote the African agenda by forging and maintain relations between Limpopo and Provinces in SADC countries and further optimizing opportunities presented in the continent of South Africa and further afield. Monitor implementation of the memorandum of understanding. Co-ordinate international visit and update the database of international missions.
ENQUIRIES	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/396	:	**DEPUTY DIRECTOR: HUMAN CAPITAL INVESTMENT & RESEARCH REF NO: OTP: 01/26/05 (1XPOST)** Directorate: Human Capital Investment & Research
SALARY	:	R1 059 105 – R1 247 574.per annum (all-inclusive remunerative package) (Level 12)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management or Development, Public Management or Administration / Business Management / Project Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Human Resource Development / Human Capital Investment & Research / SETA (Sector Education and Training Authority) of which three (03) years' experience must have been at an Assistant Director / Junior Management level. A valid driver's license except for people with disabilities.
DUTIES	:	Responsibilities: Manage the coordination and implementation of the apportioned Limpopo Human Capital Investment Strategy (LHCIS). Manage the coordination of skills development initiatives and partnerships in the province. Manage sectors coordination meeting/workshops. Manage the coordination of SETAS, Institution of Higher Learning and Industries.
ENQUIRIES	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
POST 05/397	:	**DEPUTY DIRECTOR: DEVELOPMENT PLANNING AND ANTI-POVERTY STRATEGY REF NO: OTP: 01/26/06 (2xPosts)** (Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested).
SALARY	:	R1 059 105 – R1 247 574.per annum (all-inclusive remunerative package) (Level 12)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Development Studies or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Development Planning of which three (03) years' experience must have been at an Assistant Director / Junior Management level. A valid driver's license except for people with disabilities.
DUTIES	:	Responsibilities: Coordinate policy development and analysis. Coordinate integrated development planning amongst the three spheres of government. Coordinate and implement the integrated Provincial Planning cycle. Coordinate assessment and consolidation of Provincial Strategic plans. Link intergovernmental Strategic plans with the Municipal IDPs.
ENQUIRIES	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
POST 05/398	:	**DEPUTY DIRECTOR: APPLICATIONS DEVELOPMENT AND MAINTENANCE REF NO: OTP: 01/26/07 (1XPOST)** Directorate: Departmental Government Information Technology Office (DGITO)
SALARY	:	R896 436 – R1 055 958.per annum (all-inclusive remunerative package) (Level 11)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate/ equivalent plus an appropriate undergraduate qualification (NQF level 6) in Information Technology or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Systems Development or IT environment of which three (3) years' experience must have been at an Assistant Director / Junior Management level. A System Development Certificate will be an added advantage. A valid driver's license except for people with disabilities.
DUTIES	:	Responsibilities: Development and Maintenance of applications to be aligned with technological and user requirements. Establishment and implementation of a change management forms for user of existing systems. Management of SLA's and Licenses with SITA and suppliers of IT goods and services.

Development and implementation of applications and information systems, policies, standards, norms and guidelines. Establishment of a proper record management for applications and systems development & maintenance. Management of staff within the Unit. Provision of Applications and Information systems to employees in the Office.

ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/399 : **DEPUTY DIRECTOR: ACCOUNTS REF. NO: OTP: 01/26/08 (1XPOST)**
Directorate: Financial Management and Accounting Services

SALARY : R896 436 – R1 055 958.per annum (all-inclusive remunerative package) (Level 11)

CENTRE : Polokwane

REQUIREMENTS : A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Financial Management or equivalent qualification in the relatent field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Financial Management of which three (03) years' experience must have been at an Assistant Director / Junior Management level. A valid driver's license except for people with disabilities.

DUTIES : Responsibilities: Manage the expenditure control and capturing of payment. Liaise with Provincial Treasury, Internal Auditors, Office of the Auditor General and other Stakeholders. Reconcile payments transactions. Manage subordinates.

ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/400 : **GISC PROFESSIONAL PRODUCTION GRADE A-C REF NO: OTP: 01/26/09 (1XPOST)**
Directorate: Geographic Information System
(Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested).

SALARY : Grade A: R761 157 – R816 852.per annum
Grade B: R866 304 – R924 198.per annum
Grade C: R976 029 – R1 144 008.per annum (all-inclusive remunerative

CENTRE : Polokwane

REQUIREMENTS : A National Senior Certificate / equivalent plus an undergraduate qualification (NQF level 7) in Geographic Information System (GIS) / Geomatics/ Geo-Informatics / Geography or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). Registration with South African Geomatics Council (SAGC) / PLATO as a GISc Professional. Grade A (0-2 years appropriate experience), Grade B (14 years appropriate experience) and Grade C (26 years appropriate experience) in an area after registration with SAGC / PLATO as a Professional. A valid driver's license except for people with disability.

DUTIES : Responsibilities: Provide GIS support to departments, municipalities and other stakeholders within the provincial administration. Develop and coordinate GIS projects in the province. Coordinate the establishment (design and develop) and maintenance of the Provincial Geo-database and Website. Render Mapping Services.

ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/401 : **ASSISTANT DIRECTOR: SERVICE DELIVERY INTERVENTION REF. NO: OTP: 01/26/10 (1XPOST)**
Directorate: Service Delivery Intervention

SALARY : R582 444 – R686 091.per annum (Level 10)

CENTRE : Polokwane

REQUIREMENTS : A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Social Sciences / Public Administration or any equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Service Delivery Intervention / Improvement / Monitoring and

Evaluation at a Supervisory level A valid driver's license except for people with disabilities.

DUTIES : Responsibilities: Coordinate the resolution of service delivery complaints. Coordinate and monitor the implementation of the Khaedu deployment programme in the province. Provide support in the coordination of evaluations through the Departmental Evaluation Plan and the Provincial Evaluation Plan. Monitor and ensure Implementation of commitments raised during EXCO Outreach Programmes. Provide support in the execution of the provincial customer surveys.

ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/402 : **ASSISTANT DIRECTOR: GENERAL RISK REF NO: OTP: 01/26/11 (1XPOST)**
Directorate: Organisational Risk, Integrity and Security Management

SALARY : R468 459 – R551 823.per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Risk and/or Security Management/ Internal Audit qualification in as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Risk Management at a Supervisory level. A valid driver's license except for people with disabilities.

DUTIES : Responsibilities: Facilitate and advice on the risk management assessment process. Monitor and review the identified risk response activities. Conduct Education and awareness campaigns through workshops and one on one interviews. Provide Secretariat Services to the Risk Management Committee (RMC) and ensure that the RMC fulfils its mandates as outlined in the charter.

ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/403 : **SYSTEM ANALYST: APPLICATIONS DEVELOPMENT AND MAINTENANCE REF. NO: OTP: 01/26/12 (1XPOST)**
Directorate: Departmental Government Information Office (DGITO)

SALARY : R468 459 – R551 823.per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Information Technology or any equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in supervising Application Systems within the ICT environment. ITIL certificate or COBIT certificate in ICT Governance will be an added advantage. A valid driver's license except for people with disabilities.

DUTIES : Responsibilities: Determine Applications Requirements. Develop and maintain all IT Applications systems. Manage Systems Development projects. Provide support on IT application systems and user support.

ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/404 : **ASSISTANT DIRECTOR: RECRUITMENT & SELECTION AND HR PLANNING, INFORMATION & SYSTEMS REF NO: OTP:01/26/13 (1XPOST)**
Directorate: Human Resource Management Services

SALARY : R468 459 – R551 823. per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management or development / Public Management / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Human Resource Management at a Supervisory level. PERSAL Certificate / Results. A valid driver's license except for people with disabilities.

DUTIES : Responsibilities: Facilitate Recruitment & Selection, Appointments and Probation processes. Monitor the capturing/updating of PERSAL Structure, Staff Establishment, and personal information on the PERSAL system. Faciliate Transfers, Secondments, Grade progressions and Translations.

Facilitate the development, implementation of the Human Resource and Employment Equity Plans as well as management of HR, Information and Systems.

ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/405 : **PROTOCOL OFFICER REF NO: OTP: 01/26/14 (1XPOST)**
Directorate: Protocol and Events Management Services

SALARY : R397 116 – R467 790. per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in International Relations/ Public relations/ Events Management/Communications/ Marketing or equivalent qualification in the relevant field/area as recognized by South African Qualification Authority (SAQA).A minimum of two (02) years' experience in Communication / Protocol / Events Management/ Marketing field. A valid driver's license except for people with disabilities.
DUTIES : Responsibilities: Manage Events. Render Protocol Services. Manage Corporate Gifts and Flag Bank.
ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/406 : **VETTING OFFICER REF NO: OTP: 01/26/15 (1XPOST)**
Directorate: Integrity, Security and Vetting Services

SALARY : R397 116 – R467 790.per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Social Sciences/Security Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Security Management/Investigation environment. Security Vetting certificate offered by State Security Agency (SSA). A valid driver's license except for people with disabilities.
DUTIES : Responsibilities: Conduct vetting field work investigations. Provide inputs for the development and implementation of policies, guidelines norms and standards. Liaison with clients (including networking).
ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/407 : **PERSONNEL PRACTITIONER: RECRUITMENT & SELECTION AND HR PLANNING, INFORMATION & SYSTEMS REF.NO: OTP: 01/26/16 (1XPOST)**
Directorate: Human Resource Management Services

SALARY : R397 116 – R467 790.per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management or Development /Public Management/Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Human Resource Management environment. PERSAL Certificate / Results.
DUTIES : Responsibilities: Facilitate Recruitment & Selection, Appointments and Probation processes. Capture/update PERSAL establishment and personal information on the PERSAL system. Facilitate Transfers, Secondments, Grade progressions and Translations. Facilitate Human Resource Planning, Information and Systems.
ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/408 : **ADMINISTRATIVE OFFICER: ASSETS, DISPOSAL AND FINANCIAL SYSTEMS MANAGEMENT REF. NO: OTP: 01/26/17 (1XPOST)**
Directorate: Financial Management and Accounting Services

SALARY : R325 101 – R382 959per annum (Level 07)

CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Financial Management or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Asset Management environment. A valid driver's license except for people with disabilities.
DUTIES : Responsibilities: Administer Assets and Asset Register. Receive and distribute new Assets. Administer the disposal of Assets. Conduct verification on Assets.
ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/409 : **ADMINISTRATIVE OFFICER REF NO: OTP: 01/26/18 (1XPOST)**
Directorate: Integrity, Security and Vetting Services

SALARY : R325 101 – R382 959.per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Office Administration or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in rendering support services/ Administrative services. A valid driver's license except for people with disabilities.
DUTIES : Responsibilities: Provide administration of the filing system for all vetting documents within the Limpopo Provincial Administration. Render administrative support. Provides support to the Head of the Unit and other staff regarding vetting operational meetings.
ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/410 : **ADMINISTRATIVE OFFICER: QUOTATION MANAGEMENT REF NO: OTP: 01/26/19 (1XPOST)**
Directorate: Supply Chain Management

SALARY : R325 101 – R382 959.per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Supply Chain Management/Logistics/Purchasing Management or equivalent qualification in the relevant field/area as recognized by South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Supply Chain / Financial Management. A valid driver's license except for people with disabilities.
DUTIES : Responsibilities: Source Quotations. Liaise with Stakeholders. Process received quotations. Link of documents on LOGIS.
ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/411 : **ADMINISTRATIVE OFFICER: SERVICE DELIVERY INTERVENTION REF NO: OTP: 01/26/20 (1XPOST)**
Directorate: Service Delivery Intervention

SALARY : R325 101 – R382 959.per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Public Administration / Management or equivalent qualification in the relevant field as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in administration or related field. A valid driver's license except for people with disabilities.
DUTIES : Responsibilities: Provide support in the coordination of service delivery complaints. Provide administrative support in the coordination of Khaedu deployment programme. Provide administrative support in the management and coordination of performance evaluations of government priorities and interventions. Provide administrative support in the implementation of the issues raised during EXCO Outreach programmes. Provide administrative support in the coordination of customer surveys. Provide administrative support in the management of the Directorate.

ENQUIRIES	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
POST 05/412	:	**ADMINISTRATIVE OFFICER: INVENTORY MANAGEMENT REF NO: OTP: 01/26/21 (1XPOST)** Directorate: Supply Chain Management
SALARY	:	R325 101 – R382 959.per annum (Level 07)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Supply Chain Management/Logistics/Purchasing /Bcom in Accounting/Business Management/Economics/Cost and Management Accounting/Financial Management or equivalent Qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Inventory Management. LOGIS certificate / results. A valid driver's license except for people with disabilities.
DUTIES	:	Responsibilities: Order and receive inventory items. Issue inventory items. Conduct monthly spot-checks and assist with quarterly stock-taking. Safeguarding of stores.
ENQUIRIES	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT
This Department 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 and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS : The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 0182008258 OR email to the relevant e-mail address associated with the post applied for.

CLOSING DATE : 27 February 2026

NOTE : (Posted, Handed and E-mailed Applications must have reached the Department by 15h30 pm Walk-in and 00h00 Mid-night online). Please Note: On the subject line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All applications must be emailed to the correct indicated email address. All attachments for Online Submission must include Only Z83 Form and an Updated Curriculum Vitae in PDF Format and be emailed to the correct email address, as one document. Failure to do so, your application will be disqualified. Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Part B: Date of birth and ID number are compulsory and other fields may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies/proof/certificates/attachments/drivers licence/qualifications on application. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Applicants are only submitting Z83 and CV only, all other documents are submitted by shortlisted candidates. Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s) only when shortlisted. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualification's verification as well as security clearance. SMS appointments are also subjected to SMS competency

assessment as a DPSA requirement. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: https://www.thensg.gov.za. The appointee to SMS post must be in possession of such, prior to taking up the post. The successful candidate will be required to enter into an employment contract and a performance agreement.

MANAGEMENT ECHELON

POST 05/413 : **DIRECTOR: TRANSPORT OPERATOR LICENCE AND PERMITS REF NO: 69/2025/26**
Chief Direcotate: Transport Regulations
Directorate: Transport Operator Licence And Permits

SALARY : R1 266 741.per annum (level 13). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE : Head Office- Mahikeng

REQUIREMENTS : Grade 12 certificate. A relevant (NQF level 7) qualification in the Transport sector or Management/Administration recognised by SAQA. A minimum five (5) years' experience at middle/ senior management level within the transport management environment. Valid Drivers' License Knowledge: Knowledge of national land transport Act, Act 05 of 2009. Knowledge of white paper on national transport policy 1996. Knowledge of public service Act, Rules and Regulations. Knowledge of public transport operations in the Northwest Province. Skills: Financial management services delivery innovation. Analytical skill, ability to work independently and/or with little supervision and under pressure. Verbal and written communication skills at high level. Must have good interpersonal skills and be able to maintain positive interpersonal relations and be able to work as part of team as an individual. 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, Customer Focus and Communication.

DUTIES : Monitor compliance on operation licence conditions. Ensure proper administration support services to licensing processes and committees. Manage public transport related conflicts in the provincial and municipal transport plans. Oversee the proper establishment and functioning of Provincial Regulatory Bodies in line with the National Land Transport Act. Manage personnel of the Directorate and provide effective guidance on implementation of government policies and regulations. Manage the implementation of National Transport Policy and Land Transport Acts. Provide Strategic Leadership

ENQUIRIES : Mr M Morule Tel No. 018 381 9103

APPLICATIONS : E-Mail address: CSTMrecruitment02@nwpg.gov.za

POST 05/414 : **DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: 70/2025/26**
Chief Directorate: Corporate Services
Directorate: Strategic Planning, Monitoring And Evaluation

SALARY : R1 266 741.per annum (level 13). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE : Head Office- Mahikeng

REQUIREMENTS : Grade 12 certificate. A relevant (NQF level 7) qualification in Public Management/Administration/Monitoring and Evaluation recognised by SAQA. A minimum five (5) years' experience at middle/senior managerial level within Strategic Planning, Monitoring and Evaluation environment. Valid Drivers' License. Knowledge: Extensive appropriate strategic management, Public

policies and strategies. Public Finance Management Act (PFMA). Knowledge of public services Act, public services regulations and frameworks. Ability Conceptualise policy and apply it successfully. Knowledge of Research and policy coordination. Skills: High level of written and verbal communication with ability to make presentations. Services delivery innovative and management skills. Leadership and administrative skills. High level of proficiency in financial management as well as ability to hold himself/herself accountable. Proven computer literacy. Ability to interact professionally and effectively with diverse Stakeholders. Analytic skill and problem-solving skills. Have the ability to generate new idea and improve where circumstances require. Personal Attributes: Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. 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, Customer Focus and Communication.

DUTIES : Develop and manage the implementation of Departmental policies, strategic guidelines, directives and procedures with regards to performance information. Facilitate and coordinate operational and strategic planning processes. Manage the monitoring processes. Formulate and manage the component budget against its strategic objective. Ensure effective people management and empowerment in the Directorate. Manage the evaluation processes. Manage Departmental Research and evaluation plan. Commission research and evaluation studies in the Department. Oversee the Conducting of research in the Department. Manage personnel of the Directorate and provide effective guidance on implementation of Government policies and regulations.

ENQUIRIES : Dr. H Kekana: Tel No. 018 200 8001/9

APPLICATIONS : E-Mail address: CSTMrecruitment03@nwpg.gov.za

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 05/415 : **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 1: R1 773 222 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : 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. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Internal Medicine. **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 Internal Medicine. **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 Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Competencies (knowledge/skills): Ability to work as a specialist physician at a Large Regional Hospital attached to a teaching institution. Ability to work and make clinical decisions independently. Ability to manage a broad spectrum of medical cases competently. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Ability to provide leadership and management within the Department of Medicine. Excellent individual coping and interpersonal skills and ability to perform well within a multidisciplinary team context. Enthusiasm to attend and present training and educational courses to broaden clinical and managerial skills and knowledge. Ability to communicate effectively. Knowledge and understanding of relevant legislation, hospital procedures and policies.

DUTIES : (key result areas/outputs): Provide specialist clinical services and comprehensive medical care to in-patients and out-patients. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff and students, both under-and postgraduate. Provide outreach and support services at primary care and district level. Coordination of relevant clinical governance and administrative requirements. Complete and submit required medical reports and documentation for legal and administrative purposes. Complete the required CPD activities to maintain registration with the HPCSA.

ENQUIRIES : Dr E Marcos, emial at Emmanuel.Marcos@westerncape.gov.za

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

CLOSING DATE : 27 February 2026, 17:00PM

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 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 applications will be considered for vacancies within the Chief Directorate: Rural Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/416 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES**
Chief Directorate: Rural Health Services

SALARY : R1 093 611 per annum A portion of the package can be structured according to the individual's personal needs.

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties, including 24-hour standby and response, weekends and public holidays. Ability and willingness to register as the Responsible Pharmacist for Worcester Regional Hospital. Willingness to travel within the Rural Central Ecosystem to support service delivery, clinical governance and collaboration across sites. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Strong leadership skills in management, organisation and strategic planning; project management skills. Knowledge of legislation and policies applicable to pharmacy practice. Excellent interpersonal, organisational and communication skills.

DUTIES : (key result areas/outputs): Provide strategic and operational leadership for pharmaceutical services across Worcester Regional Hospital and the Rural Central Ecosystem, ensuring governance alignment and service transformation. Drive clinical governance and quality assurance by managing PTC activities, formulary oversight, rational medicine use, AMS, pharmacovigilance and GPP/SOP compliance. Steward pharmacy finances, supply chain and assets, ensuring PFMA-compliance, stock control, cold-chain integrity and minimisation of stock-outs and expiries. Comprehensive people management and development, including recruitment, performance management, mentoring, CPD, SAPC accreditation duties and readiness to serve as Responsible Pharmacist. Strengthen information management and digital systems through reliable data processes, monitoring and evaluation and support for automation and digital enhancements. Advance Values-Based leadership and stakeholder engagement by promoting collaboration across the Rural Central Ecosystem, supporting public health initiatives and maintaining effective communication.

ENQUIRIES : Ms S Jaftha, tel. no. (023) 348-1113

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

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/417 : **MEDICAL OFFICER GRADE 1 TO 3**
Cape Winelands District

SALARY : 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). (plus, a non-pensionable rural allowance of 18% of basic annual salary)

CENTRE : Ceres Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with

the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 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 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 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 a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A Code (B/EB) valid driver's licence and willingness to work after hours. Competencies (knowledge/skills): Ability to communicate (verbal and written). Good management, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current medical practice within the Public Service, experience in working in a district level hospital and Primary Health Care (PHC) setting.

DUTIES : (key result areas/outputs): Provide effective and efficient patient management in Ceres Hospital & Witzenberg Sub-district Primary Healthcare facilities. Provide an Outreach and Support service to Ceres hospital and PHC facilities in the Witzenberg Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of hospital and Witzenberg Sub-district facilities as required. Acute care and emergencies, including theatre work.

ENQUIRIES : Dr. K Doubell, tel. no. (023) 316-9600

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

CLOSING DATE : 27 February 2026, 17:00PM

NOTE : No payment of any kind is required when applying for this post. Shortlisted 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 applications will be considered for vacancies within Witzenberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

POST 05/418 : **MEDICAL OFFICER GRADE 1 TO 3 (2 POSTS)**
Overberg District

SALARY : 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.)

CENTRE : Caledon Hospital, Theewaterskloof Sub-district

REQUIREMENTS : 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 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 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 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 Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (code B/EB/C1) driver's license. Compulsory Commuted Overtime (COT) duties. Ability and willingness to do outreach services to clinics throughout the Theewaterskloof sub-district. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centered. Clinical service provision in the sub-district Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarian sections, administration of spinal and general anesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability to guide health care colleagues in managing difficult district-level cases.

DUTIES : (key result areas/outputs): Provide quality care to patients in the Theewaterskloof sub-district including Caledon Hospital and surrounding clinics and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Theewaterskloof sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Theewaterskloof sub-district facilities as required.

ENQUIRIES : Dr RJ Liebenberg, tel. no. (028) 212-1070

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

CLOSING DATE : 27 February 2026, 17:00PM

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/419 : **DEPUTY DIRECTOR: FINANCE MANAGER**
Chief Directorate: Metro Health Services

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

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Bachelor's degree in Finance, Accounting, Public Financial Management, Commerce or Supply Chain Management. Experience: Extensive experience (6-10 years) in Financial Management and Supply Chain Management, of which a minimum of three (3-5) years must be at a supervisory or managerial level. Appropriate financial management and expenditure control in terms of the PFMA and Treasury Instructions. Appropriate experience in Supply Chain Management, including demand, acquisition, contract management, asset management and stock management. Appropriate experience in End-to-end contract management, including drafting, monitoring, performance management and compliance. Appropriate experience in Patient administration, revenue management and medical records. Appropriate experience in Information management and the use of health information systems for reporting and decision-making. Appropriate supervisory and managerial experience with responsibility for multi-disciplinary teams. Appropriate experience in implementation and monitoring of financial systems, internal controls and compliance framework. Inherent requirement of the job: A

valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Demonstrated knowledge and competence in: Public Finance Management Act, Treasury Regulations and financial prescripts. Supply Chain Management prescripts and governance requirements. UPFS and patient administration or billing systems. BAS and LOGIS or equivalent financial and SCM systems. Development, monitoring and analysis of institutional budgets and FBUs. Revenue generation and management of irregular, fruitless and wasteful expenditure. Information management, statutory reporting and audit requirements. Additional skills required: Strong analytical and problem-solving ability Proven leadership and people-management ability Clear and confident written and verbal communication Ability to function in a high-pressure environment and meet strict deadlines Computer literacy in MS Office applications.

DUTIES : (key result areas/outputs): Overall leadership and management of the Finance Component. Management of Supply Chain Management, including demand, acquisition, contract and asset management. Budget planning, allocation, monitoring and expenditure control. Implementation and support of Functional Business Units (FBUs). Oversight of patient administration, billing, revenue management and medical records governance. Institutional information management, data quality and statutory reporting. Ensuring compliance with PFMA, Treasury Instructions and all applicable prescripts. Performance management, development and discipline of staff within the Finance Component. Serving as a member of the hospital management team and advising management on all finance and SCM matters.

ENQUIRIES : Mr DM Matthew, tel. no. (021) 402 6408

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

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/420 : **DEPUTY DIRECTOR: PEOPLE MANAGEMENT (COMPLIANCE AND TRAINING)**
Directorate: People Strategy

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

CENTRE : Head Office, Bellville

REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma or Degree in Human Resources/ People Management field. Experience: 3 -5 years middle management experience (supervisory and management functions at an ASD level). Extensive work experience (6-10 years) in people administration and people practices in the public sector. Experience working in audit and compliance work environment would be advantageous. Inherent requirements of the job: A valid Code B/EB driver's licence. Training and proficiency in PERSAL. Competencies (knowledge/skills): Behavioural: Analysing; Leading and Supervising; Persuading and Influencing; Planning and Organising; Deciding and Initiating Action; Working with People Delivery Results and Meeting Customer Expectations; Relating and Networking. 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; Auditing Skills; Critical Reasoning; Attention to Detail; Excellent Written and Verbal Skills; Proficient in Report Writing; Numeracy; Literacy; Driving; Computer Literacy; Project Management; Interpersonal Skills and Conflict 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 PM administration and practices (such as recruitment and selection, transfers, promotions, leave, pension, overtime, retirement benefits, appointments, pay progression, salary gratuities, death benefits, working hours, RWOEE); 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.

DUTIES : (key result areas/outputs): Ensure compliance of practices and processes with respect to People Management prescripts. Develop audit framework of key indicators for various PM practices areas. Provide tools, mechanisms and systems for reporting on areas of non-compliance. Provide quarterly PM compliance reports for Western Cape Audit Committee (e.g. HRAAP and CMI). Provide input to departmental reporting. Render PERSAL Helpdesk functions. Co-ordinate and oversee PM audit investigations conducted on identified risk areas in PM processes. Prepare an programme of audit investigations to be conducted in the Department of identified risk areas. Oversee and guide the implementation of PM audits investigations. Quality assure the PM audit reports and provide such to clients. Manage ad-hoc PM audit investigations. Compile trend analysis from PM audits completed to inform training, upskilling initiatives and ensure recommendations in internal audit reports are addressed. Provide functional training and tools on PM processes to line managers and PM components in the Department. Oversee the training and upskilling programme to address key PM risk areas. Ensure the delivery of effective training programme and monitor it for impact. Facilitate the development of user-friendly PM procedure manuals, guidelines and toolkits to improve PM compliance. Create and maintain a repository of standard operating procedures, policies, directives and guidelines for all PM practice areas. People Management. 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”).

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be required to complete a practical test and competency assessment, as part of the selection process.

POST 05/421 : **PHARMACIST GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R848 862 per annum
Grade 2: R917 634 per annum
Grade 3: R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Mossel Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: **Grade 1**: None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist 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 after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist 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 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to perform regular after-hours duties. Willingness to travel between facilities and provide relief as pharmacist in all facilities in Mossel Bay Sub-District as well as in Mossel Bay Hospital. Willingness to perform standby duties and call-out duties when required to do so. 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 101of 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.

DUTIES : (key result areas/outputs): Pharmaceutical service delivery including improving continuity of care within the Rural East Ecosystem. Effective medicine supply

management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assist with the management of the Chronic Dispensing Unit (CDU) and Private Provider processes. Ability to manage and supervise staff in the absence of the manager and to conduct all administrative functions required.

ENQUIRIES : Mr H Jacobs, tel. no. (044) 604-6132
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 27 February 2026, 17:00PM
NOTE : No payment of any kind is required when applying for this post. Candidates may be requested to perform 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 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 relevant council (including individuals who must apply for change in registration status). -The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/422 : **ASSISTANT MANAGER NURSING: (SPECIALTY AREAS: THEATRE)**

SALARY : R755 355 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Registered Professional Nurse. A post basic nursing qualification in Medical and Surgical Nursing Science: Operating Thea-tre Nursing with a duration of at least 1 year, accredited with the SANC. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific- specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. Inherent requirements of the job: Will be required to perform after-hour duties including weekends, and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Excellent communication skills. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.
DUTIES : (key result areas/outputs): The candidate will be responsible for management and co-ordination of clinical nursing care in a theatre setting. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development, and participation in research within the clinical theatre environment. Support/ deputise for the Head of Nursing and support the Nursing department and the institution.
ENQUIRIES : Mr V Dubase, tel. no. (021) 938-4000
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 27 February 2026, 17:00PM
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical/ competency assessment.

POST 05/423 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: ORTHOPAEDICS)**

SALARY : R693 096 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirements of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
DUTIES : (key result areas/outputs): The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager in an Orthopaedics setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.
ENQUIRIES : Ms V Dubase, tel. no. (021) 938-4000
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE : 27 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ competency assessment.

POST 05/424 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: THEATRE AND CSSD)**
Garden Route District

SALARY : R693 096 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic Nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver’s licence and willingness to travel. Computer literacy (MS Word, Excel, PowerPoint and Outlook) Willingness to perform after-hour and weekend standby duties for the hospital. Willingness to relief the Deputy Manager Nursing and Operational Managers. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. The ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, execute discipline, decision-making and conflict resolution skills.
DUTIES : (key result areas/outputs): Responsible for the coordination and delivery of quality nursing care within the Operating Theatre and Central Sterilization Unit. Participate in formulating, monitoring and implementation of policies,

guidelines, standards, procedures and regulations within the relevant department. Manage human resources, including staff performance, people development and disciplinary processes. Manage material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.

ENQUIRIES : Ms JA Mahlangu, tel. no. (044) 604-6104
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 27 February 2026, 17:00PM
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Garden Route District Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/425 : **CHIEF DIETICIAN GRADE 1**
Chief Directorate: Rural Health Services

SALARY : R575 250 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: A minimum of 3 years' appropriate experience as a Dietician after registration with the HPCSA. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to assist with outreach and support in Rural East Ecosystem as the need arise. Willingness to work overtime if necessary. Willingness to work flexible hours if necessary. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook). Ability to prioritize and work under pressure and to function independently. Possess strong clinical knowledge and skills, particularly in TPN and managing disease-specific nutrition support for conditions like burns, prematurity in NICU, HIV/AIDS, TB, malnutrition, and maternal-child health. Work as part of the multi-disciplinary team in managing patients in a regional hospital environment. -Be proficient in therapeutic dietary interventions and nutrition counseling while effectively communicating with patients, families, and healthcare teams. Organizational competence is essential, as the role involves managing clinical, outreach, and administrative tasks, as well as training and mentoring junior and non- dietetic colleagues as the need may be. Adaptability, prioritization, and problem-solving skills are key to navigating resource-limited environments. Leadership abilities, especially in managing the clinical need in a regional hospital combined with a commitment to continuous professional development, round out the essential competencies for this role. Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
DUTIES : (key result areas/outputs): Provide therapeutic nutrition treatment plans and counseling for various medical conditions presenting and admitted to a regional hospital as part of the specific package of care. Promote breastfeeding, ensure compliance with MBFI/IYCF protocols. The role will involve coordinating all aspects of dietetic services within the regional hospital, collaborating with specialists and colleagues in the Rural East Ecosystem, and leading nutrition education and health promotion campaigns where applicable. You will ensure compliance with OHSC standards and support quality assurance where applicable. Additionally, you will support food service management, document patient care, complete administrative tasks, and actively participate in professional development. Assist the hospital management team in maintaining smooth operations including stock control and management, data collection, and patient redress.

ENQUIRIES : Dr T Koen, tel.no. (044) 802-4528
APPLICATIONS : pplications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 27 February 2026, 17:00PM
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core

functions, inherent requirements and salary level are the same as those of the advertised post.

POST 05/426 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 FBS, CBS & HAST (COMPREHENSIVE HEALTH)**
Garden Route District

SALARY : Grade 1: R549 192 per annum
CENTRE : PHC Support & Outreach, Mossel Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive government vehicles and mobile clinic (for outreach purposes) and travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Computer literacy (MS Word, Excel and PowerPoint). Effective leadership, supervisory, planning, coordination, organising, facilitation, mentoring, problem solving, decision-making, as well as conflict resolution skills. Ability to interact, network and liaise with diverse stakeholders and health care users and providers and to function independently as well as part of a multi-disciplinary team in a pressured environment. Extensive knowledge of nursing care practice and procedures, nursing statutes and ethical standards, and other relevant legal frameworks such as: Nursing Act, SANC Education and Training Regulations and Qualifications Framework, Skills Development Act, Department of Health Training and Development Policies and Procedures.
DUTIES : (key result areas/outputs): Provide comprehensive support (CBS, FBS, HAST) for the Mossel Bay Sub-district Primary Health Care management teams to enable implementation and realization of Western Cape and Garden Route District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC). Link, monitor, evaluate and coordinate COPC partners including but not limited to, funded Non-Profit Organisations (NPOs) and Private Provider Partners Support Mossel Bay Sub-District to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data.
ENQUIRIES : Ms A Lamprecht, tel. no. (044) 604-6106
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 27 February 2026, 17:00PM
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/427 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (THERAPEUTIC LEARNING CENTRE)**

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade1**: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with 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 this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic/ advanced qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty, and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision-making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES : (key result areas/outputs): Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

ENQUIRIES : Ms M Franken, tel. no. (021) 658-5187

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

CLOSING DATE : 27 February 2026, 17:00PM

NOTE : 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 Advanced Psychiatric Nursing Science.

POST 05/428 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY) (ONCOLOGY WARD (2 POSTS) AND PAEDIATRIC ONCOLOGY (1 POST)**

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

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Oncology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: G**rade1**: 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 in Medical & Surgical Nursing Science: Oncology. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Willingness to rotate between Oncology departments. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.

DUTIES : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures

within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Mrs V Dubase, tel. no. (021) 938-4000
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 27 February 2026, 17:00PM
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of 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 & Surgical Nursing Science: Oncology.

POST 05/429 : **ASSISTANT DIRECTOR FINANCE (DEBT MANAGEMENT)**
Directorate: Management Accounting

SALARY : R468 459 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Diploma or Degree in Finance or related qualification. Experience: Appropriate experience in a hospital fees/finance environment. Appropriate experience with the compilation of AFS and application of General Recognised Accounting Practices. Appropriate working experience in debt write offs. Appropriate working experience on the HIS Accounts Receivable System. Appropriate working experience on the application of Microsoft Word and Excel. Appropriate working experience in the compilation of formal submissions. Appropriate supervisory experience in a financial environment. Inherent requirement of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience of the Hospital Fees policies and procedures. Knowledge and experience of UPFS tariff structures. Knowledge and experience of the HIS, Accounts Receivable System. Knowledge and experience in debt write off procedures and write off delegations. Knowledge and experience in claims administration-submission to third party funders. Knowledge and experience of the Western Cape Health Facility Board and Committees Act. Excellent verbal and written communication, people and interpersonal relationship skills. Analytical thinking abilities with mathematical and accounting literacy. Good organisational, planning and time management skills. Computer literacy in Microsoft Office applications (Word and Excel). Preparedness to work overtime, travel and overnight away when required.
DUTIES : (key result areas/outputs): Debt management and implement debt recovery strategies. Manage, monitor performance and meeting with external services providers and other funders. Annual revision of UPFS/Sundry tariffs and updating of the procedure manuals and UPFS user guide. Manage the process of submitting claims to the RAF and COID, Oversee the payment of accounts and the allocation income received. Administration of Health Facility Boards financial matters, including the Annual Financial Statements and training. Supervision and development of staff.
ENQUIRIES : Mr. AE van Driel, tel. no. (021) 483 3297
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 27 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates would be expected to complete a competency test as part of the evaluation process.

POST 05/430 : **CASE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Brackengate Transitional Care Facility
REQUIREMENTS : Minimum educational qualification: 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 a Case Management/Medical Aid environment. Appropriate experience in ICD-10 Code assignment and the

ability to link patient diagnosis with procedural codes. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work with Excel spread sheets, Microsoft Word and web-based programs (medical aids). Good knowledge of the Uniform Patient Fees Schedule (UPFS), 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).

DUTIES : (key result areas/outputs): Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H1, H2, H3 and Foreign patients.

ENQUIRIES : Mr A Kannemeyer, tel. no. (021) 370-2318

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

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : 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. Short listed candidates will be subjected to a written and oral assessment. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/431 : **SENIOR ADMINISTRATIVE OFFICER: SCM (ASSET & INVENTORY MANAGEMENT CONTROLLER)**
Directorate: SCM: Governance

SALARY : R397 116 per annum

CENTRE : Head Office, Bellville

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in supply chain management environment. Appropriate experience in asset and inventory management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel (overnight). Competencies (knowledge/skills): High level of computer literacy, including advanced application on Logis, MS Word, MS Excel, PowerPoint and Outlook. Extensive knowledge of Asset & Inventory Management. Knowledge of and exposure to the PFMA, Treasury Regulations and relevant Instructions. Good interpersonal and communication (verbal and written) skills, including numeracy and accuracy skills. Ability to train people in asset and inventory management.

DUTIES : (key result areas/outputs): Ensure asset and inventory management policies and procedures compliance at District/Institutional level. Provide on and off site support to end users. Identify and provide training needs to districts/institutions. Assist with financial procedures and reporting for Monthly, Annual and Interim Financial Statements. Handle Audit queries regarding assets & inventory management. Manage the implementation of SCM systems and ad-hoc asset & inventory management projects at districts/institutions. Maintenance of the departmental asset & inventory register. Report on Bas/Logis reconciliation on monthly basis. Ensure departmental asset & inventory counts.

ENQUIRIES : Mr L Quluba, tel. no. (021) 483-3460

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 : 27 February 2026, 17:00 PM

POST 05/432 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (MENTAL HEALTH REVIEW BOARD)**
Directorate: Assurance

SALARY : R397 116 per annum

CENTRE : Head Office, Cape Town (Specialised Hospital)

REQUIREMENTS : Minimum educational qualifications: Appropriate three-year National Diploma/Degree in administration/ procurement/ business/ health field (or

equivalent). Experience: Appropriate experience in general office administration or business management environment. Appropriate experience in health administration. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Client and task orientated. Good team building skills within and outside the Mental Health Review Board. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of the Mental Health Care Act 17 of 2002 and its Regulations. A sound knowledge of related prescripts and guiding documents, for example, PFMA, PAIA, POPIA, Public Service Act and Regulations, National Archives Act, Batho Pele Principles, Patients' Rights Charter. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and Office365. Creating and maintaining databases.

DUTIES : (key result areas/outputs): Provide technical and logistical support to MHRB by effective co-ordination of functions and services. Provide technical and logistical support to MHRB by effective co-ordination of functions and services. Effective communication, liaison and training to mental health care professionals, mental health care document coordinators and other organizations. Implementation, development and maintenance of effective information management systems for accurate data-capturing and reports. Management of allocated resources.

ENQUIRIES : Mr L Nabe, tel. no. (021) 483-9259 / 081 0411 063

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

CLOSING DATE : 27 February 2026, 17:00PM

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

POST 05/433 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (FINANCIAL ADMINISTRATION)**
Chief Directorate: Metro Health Services

SALARY : R397 116 per annum

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Financial and Expenditure management. Appropriate experience in Patient Administration and Medical Records Management. Appropriate experience in Revenue Management. Appropriate working experience on BAS, LOGIS, CLINICOM, AR. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate knowledge of the BAS, LOGIS, CLINICOM, AR system. Appropriate knowledge, skills and experience in financial management, processes, procedures, prescripts and legislative framework (PFMA, AO System, NTR's and HRM). Computer Literacy in MS Office. Good managerial, reporting and report writing skills. Sound knowledge of BAS, LOGIS, CLINICOM, AR. Knowledge of SCOA codes. Ability to work independently in a high-pressured environment, managing multiple projects while complying to due dates.

DUTIES : (key result areas/outputs): Render an effective and efficient Sundry Creditors Service. Compliance monitoring including adherence to policies and feedback to departmental internal control unit on findings. Management of Asset and Liability accounts and processing of journals and Debt Management. Management of Patient Administration, Revenue, Petty Cash and Medical Records. Compilation of reporting including Annual Financial Statements, IYM, RAP, UPFS, Hospital Fees Memorandum Chapter 18, Leases and 30-Day payment reporting. Supervise sub-ordinates and management of all Human Resource related functions within the component including training and guidance to staff on Finance functions.

ENQUIRIES : Ms EE Cupido, tel. no. (021) 503- 5005

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

CLOSING DATE : 27 February 2026, 17:00PM

NOTE : No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/434 : **ADMINISTRATIVE OFFICER: FINANCE (REVENUE)**

SALARY : R325 101 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Debt and Revenue Management/Hospital accounting environment. Appropriate experience in AR and Clinicom. Inherent requirements of the job: Willingness to rotate within Finance Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to plan, organize and prioritize responsibilities. Ability to work under pressure, independently and meet timeframes. Good management skills with analytical abilities. Good interpersonal and labour relations abilities. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Computer literacy (Microsoft Office). Strong sense of confidentiality and trustworthiness. Knowledge of Budgeting, PFMA, Treasury and Finance Instructions.
DUTIES : (key result areas/outputs): Manage the operational duties of the Hospital Fees Department (General, Medical Aid and Case Management). Manage the financial transactions (HIS, BAS, Cash Management, Credit Balance and JAC). Debt Manage Patient Fees (Irrecoverable Debt Relief Delegations). Revenue Manage Patient Fees (EDI, Follow-up medical aid and non-medical aid invoices, RAF, Foreign Patients, Research Patients and State Departments) in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. Human Resource management. Client Liaison and Information Management: Interpretation, communication and implementation of Finance Instructions. File Management and destruction of State records. Attending meetings/forums.
ENQUIRIES : Mr AJR Mitchell, tel. no. (021) 658-5068
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 27 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post.

POST 05/435 : **ADMINISTRATIVE OFFICER: FINANCE ADMIN (EXPENDITURE)**
Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Revenue (Patient Administration and medical records). Appropriate experience in a hospital administration environment. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, Clinicom, BAS as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and a strong sense of responsibility and willingness to travel and work after hours when required. Good organizational and administrative skills and the ability to function in a team and under pressure.
DUTIES : (key result areas/outputs): Manage Patient Administration Services and Medical Records with the aim of enhancing data quality and patient information and records according to Finance instruction, circulars, and policies. Manage the fees department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meetings and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management, which includes the management of disciplinary procedures as well as supervision and evaluation of staff under your control. Support with security contract and telecommunication service request and repairs. Provide support to management and staff as service delivery needs arise.
ENQUIRIES : Mr BJ Mlambo, tel. no. (021) 531-5300

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

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/436 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Cape Winelands Health District

SALARY : R325 101 per annum

CENTRE : Brewelskloof Hospital, Breede Valley Sub-district

REQUIREMENTS : Minimum educational qualification: Matric / Senior Certificate (Grade 12). Experience: Appropriate supervisory experience. Appropriate experience in healthcare support services. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime if needed. Competencies (knowledge/skills): In depth knowledge of contract management Computer literacy in MS Package. Knowledge of departmental policies related to GG transport, waste management and mortuary management. The ability to interpret and analyse management reports as well as excellent report writing skills.

DUTIES : (key result areas/outputs): Supervise and maintain acceptable standards of quality of services delivered by the Support Services components (GG Transport, Porters, Residence, Mortuary). Efficient and cost-effective monitoring, evaluation and reporting of monthly expenditures against allocated budget. Effective and efficient contract management of security, gardening, cleaning and waste management. Supervise support staff, manage leave and performance, and ensure compliance with HR policies and disciplinary procedures. Effective and efficient support within Support Services Ensure relevant policy implementation and compliance.

ENQUIRIES : Dr D Theron, tel. no. (023) 348-1305

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

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test. "The pool of applications will be considered for vacancies within Breede Valley Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

POST 05/437 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (2 POSTS)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R325 101 per annum

CENTRE : Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain. Inherent requirements of the job: A valid (code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of LOGIS and/or SYSPRO, ESL and EPS system. Knowledge of and exposure to the Public Finance Management Act (PFMA) National Treasury Regulations and SCM instructions. Computer literacy (MS Office): Word, Excel, Outlook.

DUTIES : (key result areas/outputs): Ensure adequate demand planning. Responsible for relevant monthly and quarterly reporting. Maintaining procurement plan and issuance registers. Acquisition management of goods and service through EPS, transversal contracts, and other means as prescribed in the AOS and SCM delegations. Responsible for system approvals as per delegations. Manage the effective implementation of processes to prevent late payments. Effective and efficient record keeping pertaining to SCM activities and processes. Regular and credible feedback to management. Responsible for the management of staff in the relevant SCM component/s. Assist in other components within Supply Chain Management as and when required.

ENQUIRIES : Ms S Overmeyer, tel. no. (021) 830-1160

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 27 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.

POST 05/438 : **INDUSTRIAL TECHNICIAN PRODUCTION (ANESTHETICS AND RESPIRATORY UNIT)**

SALARY : R325 101 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Mechanical/ Mechatronic Engineering. Experience: Appropriate practical experience with the repair and maintenance of anaesthetic and respiratory life support equipment (preferred) or proven experience in medical equipment maintenance. Inherent requirements of the job: Valid driver's licence (Code B) and own reliable transport in order to handle call-out duty. Willing to work overtime. Willing to work within any Clinical Engineering discipline should it be necessary. Do standby duties and handle after hour calls. Competencies (knowledge/skills): Knowledge of medical equipment maintenance is essential. Ability to read circuit diagrams, fault-find and repair electronic medical equipment. Practical experience with the repair and maintenance of anaesthetic and respiratory life support medical equipment or have an interest in the maintenance of mentioned equipment. Good written and verbal communication skills. Ability to manage, plan and organize maintenance schedules. Good inter-personal relations. Possess accurate technical ability and insight in order to solve problems. Computer literacy. Understand the functions of Clinical engineering. Active interest in life support equipment in a hospital environment.
DUTIES : (key result areas/outputs): Carry out maintenance, repairs, calibrations, routine inspections and evaluation of anaesthetic and respiratory life support equipment and all equipment maintained by the Clinical Engineering Department and allocated to the workshop. General administrative duties as required by Clinical Engineering i.e. Write reports, specifications and record keeping of equipment and departmental activities. Liaise with hospital staff and private sector employees. Train various staff and hospital personnel. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures.
ENQUIRIES : Ms M Rossouw, tel. no. (021) 938-4634
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 27 February 2026, 17:00PM
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on day of interview.

POST 05/439 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC)**
Cape Winelands District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
CENTRE : Klapmuts CC, Stellenbosch Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1**: None **Grade 2**: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to effectively communicate (verbal and written). Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality

patient care through the implementation of protocols, guidelines, and standards.

DUTIES : (key result areas/outputs): Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms MM Muller, tel. no (021) 808-6109

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

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Stellenbosch Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

POST 05/440 : **EMERGENCY CALL CENTRE AGENT (12 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R228 321 per annum

CENTRE : EMS, Cape Town Communication Centre (CTCC)

REQUIREMENTS : Minimum educational qualification: Matric (Grade 12). Experience: Appropriate Call Center experience. Inherent requirement of the job: Ability to work shifts and overtime, as needed. Competencies (knowledge/skills): Good communication skills. Ability to work well under pressure. Good typing skills. Good listening skills. Computer Literacy with MS Word.

DUTIES : (key result areas/outputs): Receiving and capturing incoming emergency calls on the CAD data system. Manage caller anxiety and stress. Interrogate the caller and assess the nature and priority of the case. Maintain order and hygiene in the control room.

ENQUIRIES : Ms. P Masitho tel. no. (021) 932-1966

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.

POST 05/441 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Knowledge and appropriate experience in Supply Chain Management and Asset Management. Competencies (knowledge/skills): Computer literacy essential (Ms Word, Excel and Outlook) organisational, planning and interpersonal skills. Sound knowledge of an Asset Management environment and financial systems of the Government. Knowledge on matters related to Financial Administration (including legislation and policy documents, i.e PFMA, National Treasury Regulations, and Provincial Instructions). Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. Good communications and writing skills. Appropriate knowledge and practical experience in ESL and Electronic Procurement Solutions (EPS).

DUTIES : (key result areas/outputs): Prepare and capture documentation for Asset Management team. Effective control over all assets. Responsible for asset counts of various facilities within the drainage area. Assist in the preparations

of the interim and Annual Financial Statements reconciliations with regards to assets and reporting files and follow up deliveries with regards to assets. Ensure that all transactions comply with legislative requirements and SCM prescripts.

ENQUIRIES : Ms Engelbrecht, tel. no. (021) 360-4273
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 27 February 2026, 17:00PM
NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

POST 05/442 : **ADMINISTRATION CLERK: HRM (HUMAN RESOURCE ADMINISTRATION) (2 POSTS)**

SALARY : R228 321 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e., Salary Administration, Service Conditions, Personnel Management, Exit Management and Recruitment and Selection). Appropriate PERSAL experience. Competencies (knowledge/skills): Knowledge of Human Resource legislation and policies. Ability to function effectively within a team environment with or without supervision. Ability to function effectively in a stressful environment with a heavy workload. Computer skills (i.e., MS Outlook, MS Excel, MS Word, MS PowerPoint and PERSAL). Aptitude for working with figures.
DUTIES : (key result areas/outputs): Perform all Human Resource related functions within the PM unit in conjunction with the AO: PM. Processing of appointments, service terminations, PILIR, RWOEE, WCA and general service conditions, auditing of leave and personnel files, debt management, management of pay sheets and commuted overtime. Salary administration (i.e. salary determination, overtime, periodical and sessional payments) Assist with all telephonic and written queries related to People Management. Assist with Recruitment and Selection. Grading, OSD and non-OSD.
ENQUIRIES : Ms. S Share, tel. no. (021) 658-5476
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
CLOSING DATE : 27 February 2026, 17:00PM
NOTE : No payment of any kind if required when applying for this post.

POST 05/443 : **ADMINISTRATION CLERK: FINANCE (REVENUE)**

SALARY : R228 321 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment. Inherent requirements of the job: Willingness to rotate within Finance Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (Microsoft Office). Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, CLINICOM, Accounts Receivable (AR) System, JAC and Finance instructions. Good communication skills (written and verbal). Strong sense of confidentiality and trustworthiness.
DUTIES : (key result areas/outputs): Follow up on medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. General fees, administration and account-related duties/enquiries, including filing. Manage foreign patients. Check, debit/credit invoices as per UPFS and billing requirements. Cashier duties. Control the JAC Information and JAC Error Report. Complete all BAS transactions, including deposits, day ends, journals and special journals. Complete the balancing and reconciliation process between BAS and the AR System. Finalise all EDI processes. Allocation of medical aid and debtor payments. Relief for colleagues and undertake various other clerical duties as and when required.
ENQUIRIES : Mr A Mitchell, tel. no. (021) 658-5086

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE : 27 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post.

POST 05/444 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject. Experience: Appropriate experience in Finance Department. Appropriate working experience in LOGIS and BAS. Inherent requirements of the job: Willingness to rotate with the Finance Section and relieve colleagues. Willingness to work overtime when required. Strong sense of confidentiality and trustworthiness. Competencies (knowledge/skills): Knowledge of procedures, prescripts and legislative framework, PFMA, NTTR and PTI, and the Accounting Officer’s System of the Department of Health, including delegations. In-depth knowledge of SCOA codes and reports on LOGIS and BAS. Ability to analyse and provide solutions to problems. Good interpersonal and organisational skills.
DUTIES : key result areas/outputs): Provide a financial administrative service& overall management of activities within the office. Render an effective and efficient Sundry Creditors and Logis payment function. Ensure that invoices are paid within 30 days. Effective reconciliation of monthly supplier statements. Rendering an effective and efficient verifying and pre-authorisation function. Maintain and clear Assets and Liabilities accounts. Manage and maintain debtor accounts. Effective handling of computer systems such as Logis and/ or Bas. Capturing and Approving of Log 1’s. Filling and safekeeping of documents. Working knowledge of ledger accounts and debt.
ENQUIRIES : Ms A Delcarme, tel. no. (021) 799-1289 /email: Andrea.Delcarme@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE : 27 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. The pool of applicants will be considered for similar vacant posts within Metro Health Services for a period of 3 months from date of advert provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/445 : **ECM SCANNER OPERATOR**
Chief Directorate: Metro Health Services

SALARY : R193 359 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/medical records. Appropriate scanner operator experience. Inherent requirements of the job: Ability to work under pressure. Prepared to work overtime when required. Ability to function in a multi-disciplinary team. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, indexing, filing and quality assurance of files. Good (written and verbal) communication skills. Computer literacy essential (MS Word, PowerPoint, Excel and Outlook). Knowledge of Electronic Records Management (ECM). Knowledge of the Western Cape Archive Act.
DUTIES : (key result areas/outputs): Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Deal with emergency requests for finalising of Quality Assurance Process. Ensure that electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Collecting of daily patient folders in various departments and returned to Medical Records.
ENQUIRIES : Ms S. Fiekies, tel. no. (021) 360-4291
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE : 27 February 2026, 17:00PM

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

POST 05/446 : **NURSING ASSISTANT GRADE 1 TO 3**
Garden Route District

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

CENTRE : Albertinia Clinic, Hessequa Sub-district

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1**: None **Grade 2**: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willingness to work extended hours, after hours, outreaches on projects. Willingness to rotate to other clinics in the Sub-district when needed. Driver's license (Code EB/C). Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.

DUTIES : (key result areas/outputs): Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.

ENQUIRIES : Ms E. Braaf, tel. no. (028) 713-8644

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

CLOSING DATE : 27 February 2026, 17:00PM

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/447 : **NURSING ASSISTANT GRADE 1 TO 3 (TRAUMA)**
Garden Route District

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

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1**: None **Grade 2**: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willing to work shifts, day and night duty and overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.

DUTIES : (key result areas/outputs): Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources.

Maintain professional growth, ethical standards and self-development. Record keeping.

ENQUIRIES : Ms JA Mahlangu, tel. no. (044) 604-6104

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

CLOSING DATE : 27 February 2026, 17:00PM

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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within the Garden Route District Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/448 : **NURSING ASSISTANT GRADE 1 TO 3 (6 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 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. Competencies (knowledge/skills): Effective communication skills 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.

DUTIES : (key result areas/outputs): 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.

ENQUIRIES : Sr J King, tel. no. (021) 370-1230

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

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. 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 vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/449 : **NURSING ASSISTANT GRADE 1 TO 3 (FEMALE AND CHILDREN WARD)**
Cape Winelands Health District

SALARY : Grade 1: R174 261 per annum

Grade 2: R203 271 per annum
Grade 3: R239 559 per annum

CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows for 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/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, night duty, public holidays, after-hours, and weekend cover for nursing. Must be prepared to assist in all departments according to operational needs. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Good communication, planning and interpersonal skills. Ability to work in a multidisciplinary team-context. Enhance patient care through the implementation of SOP's, policies and guidelines. Ability to work under pressure.

DUTIES : (key result areas/outputs): Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. RZ De Silva, tel. no. (021) 808-6153

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

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). “The pool of applications will be considered for vacancies within Stellenbosch Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.”

POST 05/450 : **NURSING ASSISTANT GRADE 1 TO 3 (TRAUMA & OPD)**
Garden Route District

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

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years’ appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willing to work shifts, day and night duty and overtime. Willingness to rotate to other wards in the facility and to work at the clinic in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.

DUTIES : (key result areas/outputs): Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.

ENQUIRIES : Ms CG Wagener, tel. no. (044) 302-8400

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

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition

that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 vacancies within the Garden Route District Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/451 : **STERILIZATION OPERATOR: PRODUCTION (CSSD)**
Chief Directorate: Metro Health Services

SALARY : R163 680 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : 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 in a hospital environment. Inherent requirements of the job: Willingness to work shifts, day duty, weekends, and public holidays to meet the operational requirements. Willingness to work in any department within Central Processing Department (CSSD & Gas). Competencies (knowledge/skills): Effective communication skills. Ability to work in a co-operative way within a team context and willingness to be rotated within the CPD department. Good interpersonal relations skills. Basic understanding of disinfection, decontamination and sterilization.
DUTIES : (key result areas/outputs): Monitor, control and maintain adequate stock levels, report, and assist with investigation of lost instruments/equipment. Effective application of sterilization processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilize instruments linen and supplies. Assist with cleaning and testing of sterilization equipment, washing machine and autoclaves, lift-up and pushing heavy equipment. Maintain equipment in an optimum working condition and utilization of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Maintaining professional growth, Ethical standards, and Self – Development. Record Keeping.
ENQUIRIES : Ms S Basardien, tel. no. (021) 402-6485
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE : 27 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 05/452 : **PRINCIPAL PORTER**

SALARY : R163 680 per annum
CENTRE : Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Grade 10 (equivalent). Experience: Appropriate experience in porter services in a hospital/health environment. Inherent requirement of the job: Must be prepared to work shifts, night shift, weekends, on public holidays and be able to report for duty at 06:30 (weekends and public holidays). Competencies (knowledge/skills): Good interpersonal and communication skills and have strong leadership skills as well as innovative and problem-solving abilities. Ability to work independently and in a team context. Thorough knowledge of the Dead-on Arrival protocol, the removal of corpses protocol Knowledge of the grievance and disciplinary procedures and Staff Performance Management System. Knowledge of the Infection Prevention and Control Standards Computer Literacy (MS Word and Outlook). The ability to perform tasks such as lifting patient’s from/onto beds, trolleys, and wheelchairs.
DUTIES : (key result areas/outputs): Responsible for the Porter service at the Hospital. To ensure safe transit of patients. Ensure that disciplinary procedures are effectively enforced. Ensure that personnel collect, clean wheelchairs and trolleys and collect Blood hampers. Supervise, organise, and control duties of personnel effectively in order to deliver an optimal porter service. Attend

various operational meetings. Provide effective support to the support supervisor and colleagues. Responsible for the internal mortuary service. Relief and assist Porters when needed.

ENQUIRIES : Mr F Snyders, tel. no. (021) 658-5457
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE : 27 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post.

POST 05/453 : **DRIVER (GOVERNANCE-TRANSPORT)**
Directorate: Supply Chain Management

SALARY : R138 486 per annum
CENTRE : Head Office, Bellville
REQUIREMENTS inimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience as a driver. Appropriate experience handling confidential documentation with a high-level discretion. Inherent requirement of the job: Valid (Code B/EB) drivers’ license. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook). Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of routine maintenance inspections for defects on vehicles and safe driving skills. Must be of sober habits. Applied knowledge of the Transport Handbook 1 of 2019. Knowledge of Road Traffic Act 29 of 1986/Road Traffic Regulations of 1996/National Road Traffic Act 93 of 1999/National Road Traffic Amendment Act 21, 1999/National Road Traffic Regulations of 2000.
NOTE : No payment of any kind is required when applying for this post.
DUTIES : (key result areas/outputs): Effective transport of official passengers, documents, packages and equipment. Driving duties such as taking government motor vehicles for scheduled maintenance and repairs. Assisting with vehicle deliveries and collections as required on time. Collecting vehicle license discs and driver tags from Department of Mobility monthly. Deliver urgent documentation to and from management or other departments within required timelines. Support to transport section and other components.
ENQUIRIES : Ms L Adonis, tel. no. (021) 834-9029, E-mail address Lauren Leigh.Adonis@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE : 27 February 2026, 17:00 PM

POST 05/454 : **FOOD SERVICES AID**

SALARY : R138 486 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Good communication skills.
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
DUTIES : (key result areas/outputs): Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.
ENQUIRIES : Ms R Keyser, tel. no. (021) 938-4135
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE : 27 February 2026, 17:00 PM

POST 05/455 : **PORTER**

SALARY : R138 486 per annum
CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a healthcare environment. Inherent requirements of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/skills): Good communicate skills. Ability to adhere to safety standards, infection control, and prevention of cross contamination. Ability to plan and organise work functions for Porter schedules.

DUTIES : (key result areas/outputs): Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to & from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers.

ENQUIRIES : Ms CB Johnson, tel. no. (021) 938-5327

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. Shortlisted candidates will be subjected to a practical assessment.

CLOSING DATE : 27 February 2026, 17:00 PM

POST 05/456 : **HOUSEHOLD AID (8 POSTS)**

SALARY : R138 486 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a healthcare environment. Inherent requirements of the job: Ability to perform physical tasks, including lifting and moving equipment. Willingness to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Good verbal communication skills. Ability to adhere to safety standards, infection prevention and control practices, and prevention of cross-contamination. Ability to plan and organise cleaning tasks according to work schedules. Knowledge of hospital hygiene standards and ability to participate in hygiene audits. Understanding of and compliance with cleaning management, hospital waste management, and linen management protocols.

NOTE : No payment of any kind is required when applying for this posts. Shortlisted candidates will be subjected to a practical assessment.

DUTIES : (key result areas/outputs): Perform cleaning duties in clinical and non-clinical areas, including mopping, sweeping, dusting, scrubbing, polishing, and maintaining general neatness. Conduct deep cleaning as required. Execute terminal cleaning in isolation and high-risk areas in accordance with infection control protocols. Support the Housekeeping Supervisor by ensuring instructions are carried out timeously and accurately. Ensure cleaning equipment is used correctly, cleaned after use, and stored securely. Maintain proper stock control and responsible use of cleaning materials and supplies.

ENQUIRIES : Ms CB Johnson, tel. no. (021) 938-5327

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

CLOSING DATE : 27 February 2026, 17:00 PM

POST 05/457 : **MEDICAL OFFICER GRADE 1 TO 3 (16 SESSIONS P/WEEK)**
(Contract Until 31 March 2027)
Cape Winelands District

SALARY : Grade 1: R482 per hour
Grade 2: R550 per hour
Grade 3: R636 per hour

CENTRE : Langeberg PHC, Stellenbosch Sub-district

REQUIREMENTS : 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: 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 paediatrics 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, CAReS, VULA, HECTIS, SPV etc.) and good interpersonal, organizational and teamwork skills. Primary healthcare experience. Skills in doing outpatient procedures (Core needle biopsy, Fine needle aspiration, Endometrial Pipelles, removal of lesions under local anesthesia) as well as basic antenatal ultrasounds. Ability and willingness to do outreach services to clinics and training in PHC throughout the Stellenbosch Sub-district, guiding health care colleagues in managing difficult PHC cases. Ability to take ownership of the OPD bookings at Stellenbosch and manage referrals on electronic platforms from the hospital, referring facilities and private providers.

DUTIES : :key result areas/outputs): Provide quality outpatient care to patients in Stellenbosch Hospital. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Stellenbosch Sub-district facilities as required.

ENQUIRIES : Dr L B Eksteen, tel. no. (021) 808-6135

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

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test as 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 on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).-The pool of applications will be considered for vacancies within Stellenbosch Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."