

Post: Chief Director: Provincial Secretariat (5 Year- contract)
Salary: R1 494 900 per annum (all-inclusive remuneration package)
Salary Level : 14
Station : Mbombela
Ref No : DCSSL/CD/PS/M/2025

Requirements: A recognised Bachelor's Degree (NQF 7) in Public Administration/Public Management/ Social Science or related field. An appropriate post-graduate qualification will be an added advantage. A minimum of 5 year's relevant experience at a Senior Management Level, preferably in Civilian Oversight environment as well as in the field of monitoring and evaluation, policy and research, stakeholder relations and strategic management. Experience in programme management as well as diversity and change Management. In-depth knowledge and understanding of public service and departmental strategy. In-depth knowledge of Civilian Secretariat for Police Service Act, South African Police Act, PFMA and Treasury Regulations. Clear understanding of the priorities of Government. Extensive knowledge of policing related areas. Ability to work pro-actively and under pressure. Advanced computer literacy (preferably packages such as MS Excel, PowerPoint, Ms Word, and Internet). Planning and organization skills. Expert proficiency level with regard to Strategic capability and project management, change management, Knowledge management, Service delivery innovation (SDI), Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Communication, Honesty and integrity. A valid driving license. The candidate must not be a member or former member of the Police Service of the Republic contemplated in section 199(I) of the Constitution.

Key Performance Areas: To provide policing oversight in the Mpumalanga Province. To conduct research into any policing matters and make available, recent, relevant and evidence-based Research recommendations for planning and implementation purposes. To co-ordinate Social Crime Prevention strategies through improved community participation. To promote good working relations between the Police and the Community. To establish and promote Partnership with Stakeholders in the Fight Against Crime. To provide administrative support to the Programme and the Management of both Human and Financial Resources of the Provincial Secretariat.

Post: Director: Provincial Police Oversight
Salary: R 1 266 714 per annum (all-inclusive remuneration package)
Salary Level: 13
Station: Mbombela
Ref No: DCSSL/D/PPOM/M/2025

Requirements: A recognised Bachelor's Degree (NQF 7) or equivalent qualifications with 5 year's relevant experience at Middle Management Level. Working knowledge of Public Sector Regulatory Framework. Proven leadership and management skills, strategic management and computer literacy (MS Word, Excel and PowerPoint). Well-developed interpersonal skill. Good public relation communication and writing skills. A valid driving licence.

Key Performance Areas: To manage Monitoring and Evaluation of the conduct and functioning of South African Police Service (SAPS). To manage Monitoring and Evaluation of the implementation of police policies and directives. To supervise compliance with the Domestic Violence Act (Act no: 116 of 1998), policies and guidelines. To manage the Management of complaints against police. To manage the implementation of IPID recommendations by the Police. To oversee the Monitoring and Evaluation of the service delivery of police units in the Provincial Police Commissioner and specialized units. To manage the Monitoring of Districts courts through the Court Watching Briefs Programme.

Post: Director: Partnership
Salary: R 1 266 714 per annum (all-inclusive remuneration package)
Salary Level: 13
Station: Mbombela
Ref No: DCSSL/D/PO/M/2025

Requirements: A recognised Bachelor's Degree (NQF 7) or equivalent qualifications with 5 year's relevant experience at Middle Management Level. Working knowledge of Public Sector Regulatory Framework. Understanding of stakeholder management, Public Participation Framework, government policies, policy implementation and evaluation process. Advanced report writing skills, policy presentation and protocol skills. Proven leadership and management skills, strategic management and computer literacy (MS Word, Excel and PowerPoint). Well-developed interpersonal skill. Good public relation communication and writing skills. A valid driving licence.

Key Performance Areas: Manage the identification of role players to support crime prevention. Develop, manage and continuously update the database of stakeholders in crime prevention initiatives. Facilitate the development of formal partnership and signing of working agreements or Memorandum of Understanding (MOU). To promote community police relation. Establish and promote partnership with key stakeholders to support the Civilian Secretariat objectives. Manage enhancement of community safety structures. Develop and evaluate safety models. Develop, coordinate, and implement Provincial policies related to Civilian Oversight and Community participation in policing, guidelines and procedure manuals. Facilitate communication and collaboration between the police and the communities, ensuring that communities participate in policing matters.

Post: Director: Management Accounting
Salary: R 1 266 714 per annum (all-inclusive remuneration package)
Salary Level: 13
Station: Mbombela
Ref No: DCSSL/D/MA/M/2025

Requirements: A recognised Bachelor's Degree (NQF 7) in Accounting, Finance, Cost and in Management Accounting or equivalent qualifications with 5 year's relevant experience at Middle Management Level. Working knowledge of Public Sector Regulatory Framework. Proven leadership and management skills, strategic management and computer literacy (MS Word, Excel and PowerPoint). Well-developed interpersonal skill. Good public relation communication and writing skills. A valid driving licence.

Key Performance Areas: To oversee the budget preparation process, provide advice and support to the stakeholders and review the budget prior to submitting to the relevant stakeholders. Develop and implement monthly, quarterly and half yearly financial performance reporting in terms of Public Finance Management Act of 1999 section 40. Provide support and sound financial advice to the Department. Provide timely, accurate and relevant reports to all stakeholders. Manage preparation of Annual and Interim Financial Statements in terms of Modified Cash System. Manage bookkeeping services.

Post: Director: Revenue Management
Salary: R 1 266 714 per annum (all-inclusive remuneration package)
Salary Level: 13
Station: Mbombela
Ref No: DCSSL/D/RM/M/2025

Requirements: A recognised Bachelor's Degree (NQF 7) in Accounting, Finance, Auditing or equivalent qualifications with 5 year's relevant experience at Middle Management Level. Working knowledge of Public Sector Regulatory Framework. Proven leadership and management skills, strategic management and computer literacy (MS Word, Excel and PowerPoint). Well-developed interpersonal skill. Good public relation communication and writing skills. A valid driving licence.

Key Performance Areas: To oversee and optimize revenue generation, develop and implement strategies, analyze revenue trends. Develop and implement revenue management strategies. To identify opportunities for revenue growth. Manage revenue forecasts and budgets. Ensure accurate and timely reporting of financial performance and conduct in-depth analysis to identify areas for improvement. Identify and capitalize on new revenue opportunities. Implement and maintain revenue management systems for daily and monthly reconciliations. Facilitate annual revision of revenue tariffs in terms of the relevant prescripts.

Post: Deputy Director: Functional Services
Salary: R 896 436 per annum (all-inclusive remuneration package)
Salary Level: 11
Station: Mbombela
Ref No: DCSSL/DD/FS/M/2025

Requirements: A recognised Bachelor's Degree/ Diploma in Public administration or equivalent qualification. 3-5 years relevant experience at Junior Management Level. Knowledge of NRTA of 1996. A valid driving licence.

Key Performance Areas: Manage Transport Law Administration applications. Manage Compliance Inspections in all the centres including Driving License Testing Centres, Vehicle Testing Stations and Manufacture Importer Builder of vehicles. Manage the processing of all Abnormal Load Permit applications in Mpumalanga Province. Manage physical, financial and human resources of the section.

Post: Assistant Director: Office of the HOD (01 post)
Salary: R 468 459 per annum
Salary level: 09
Station: Mbombela: Ref No: DCSSL/AD/HOD/M/2025

Requirements: A National Diploma (NQF 6) in Public Management/ Administration or equivalent qualification with 3 year's relevant experience. Understanding of processes, procedures and administrative functions. Sound understanding of the Public policies, Public Service Act, PFMA and Treasury Regulations. Excellent leadership and interpersonal skills. Good written and verbal communication skills. Computer literacy. A valid driving licence will be an added advantage.

Key Performance Areas: Assist in managing and coordinating the administrative functions in the Office of the HOD. Coordinate meetings with stakeholders/institutions and the response required from the Departmental Programme Managers. Generate correspondence / documents. Promote sound financial management within areas of responsibility in as far as budgeting and expenditure for the Office of the HOD. Design, develop and maintain an orderly and efficient system reception, administration, office information system and archives in the Office of the HOD. Supervision of staff. Perform duties as delegated by the Manager or HOD.

Post: Oversight Monitoring Officer: Regional Police Oversight (04 posts)
Salary: R 397 116 per annum
Salary level: 08
Station : Ermelo (02): Ref No: DCSSL/OMO/RPO/E/2025
: KwaMhlanga (02) Ref No: DCSSL/OMO/RPO/K/2025

Requirements: A National Diploma (NQF 6) in Administration or equivalent qualification. 3 year's relevant experience in the related field (Oversight Monitoring & Evaluation). Knowledge of the Civilian Secretariat Act, South African Police Act, Domestic Violence Act and the Constitution of the Republic of SA. Ability to work without supervision and travel extensively. Computer literacy. A valid driving licence.

Key Performance Areas: To monitor police conduct. To oversee the effectiveness and efficiency of the police service on policy compliance, including receiving reports on the police service. Compilation of monitoring reports. Collection of data on police performance. Management of complaints against the police service.

Post: Community Liaison Officers: Partnership (03 posts)
Salary: R 397 116 per annum
Salary level: 08
Station: Mbombela (01): Ref No: DCSSL/CLO/P/M/2025
: Ermelo (01): Ref No: DCSSL/CLO/P/E/2025
: KwaMhlanga (01): Ref No: DCSSL/CLO/P/K/2025

Requirements: A National Diploma (NQF 6) in Administration/Policing or equivalent qualification plus 3 year's relevant experience. Willingness to work under pressure. Computer literacy. A valid driving licence.

Key Performance Areas: Facilitate the establishment of Community Safety Forum (CSF) per municipality. Facilitate workshops of Community Safety Forum (CSF) and Community Police Forum (CPF). Deploy Tourism Safety Monitors (TSM) at police stations and port of entries. Conduct daily monitoring of TSM. Distribute and collect claim forms of TSM on a monthly basis. Deploy Crime Prevention Wardens per police station (CPW). Conduct daily monitoring of (CPW). Distribute and collect claim forms of (CPW) on a monthly basis.

Post: Principal Provincial Inspector/Facilitator (07 posts)
Salary : R 397 116 per annum
Salary level : 08
Station: Mkhuhlu (MTTC): Ref No: DCSSL/PP/IF/MK/2025

Requirements: Grade 12 certificate or higher qualification. In possession of a Basic Traffic Diploma. Education, Training and Development Program certificate. (EDTP). 6-10 years' working experience in the field. Excellent communication and facilitation skills. In depth Knowledge of NRTA legislation. Registered as an assessor or moderator with SASSETA or LGseta. Knowledge (understanding) of Natis will be an added advantage.

Key Performance Areas: To facilitate theoretical and physical training on arms and ammunition. To facilitate training on theoretical and practical training for Municipal, Traffic Warden, Learnership for Basic Traffic Officers and Provincial Inspectors. To facilitate training on safe keeping of firearms and ammunition. To facilitate training on inspection for firearms and equipment. Assess learners for Basic Traffic Officers and Traffic Warden for registration. To develop assessment tools and conduct assessments of learner's portfolio of evidence. To ensure adherence to Professional Conduct as well as physical fitness of learners. To ensure compliance with the relevant SETAs and Quality Assurance bodies.

Post: Security Monitoring Officer: Security Management (02 posts)
Salary: R 325 101 per annum
Salary level: 07
Station: KwaMhlanga
Ref No: DCSSL/SMO/SM/K/2025

Requirements: A National Diploma (NQF 6) in Security Management/Policing/Criminology or equivalent qualification. Professional registration with PSIRA Grade C.3 year's relevant experience in the field of Security Management preferably in the Public Sector. No criminal record or any cases pending against you. A valid driving licence. Skills and Competences: Knowledge in physical and security administration. Effective communication skills (written and verbal). Report writing and problem solving skills. Knowledge of relevant applicable security legislation and regulations. Administration or equivalent qualification. Computer literacy.

Key Performance Areas: Monitor compliance to the provision of the contract by private service providers on government sites. Compile daily, weekly and monthly reports and actions plans for approval and submit reports on findings. Liaise with client departments and relevant stakeholders on matters affecting day-to-day activities. Facilitate recovery of losses. Compile and maintain the loss register. Enforce strict discipline in order to ensure conformance to the provision of security contract.

Post: Assistant Director (01 Post)
Salary: R 468 459 per annum
Salary level : 09
Station: Volksrust: Registration & Licensing Centre
Ref: DCSSL/AD/VOL/2025

Requirements: A National Diploma (NQF 6) in Public Management or equivalent qualification with 3 year's relevant experience. Extensive understanding of eNatis and the necessary knowledge of the National Road Traffic Act, 93 of 1996 and the PFMA.

Key Performance Areas: Implement the National Road Traffic Act, 93 of 1996 on the registration of vehicles and driver's license. Manage and monitor the registration and licensing process at the registering authorities. Conduct inspection to determine compliance in terms of sensitive transaction in the region. Ensure security compliance in system administration. Facilitate Enatis training audit. Control the budget and expenditure of the section.

Post: Senior Examiner-EOV (01 Post)
Salary: R 397 116 per annum
Salary level : 08
Station: Volksrust Registration & Licensing Centre
Ref:DCSSL/SE/EOV/VOL/2025

Requirements: Diploma of Examiner of Motor Vehicles. Grade B with Code EC1/EC driving licence. Computer literacy 2-3 years' experience as an Examiner. Grade A Diploma in Motor Vehicles will be an added advantage. Knowledge of the NRTA/NLTA and NaTIS.

Key Performance Areas: Assign test to examiners. Manage the test of motor vehicles for road worthiness. Manage the recording of test results. Manage the authorization of issuing of roadworthy certificate. Supervision of staff and ensuring filing of documents.

Post: Senior Examiner-EDL (01 Post)
Salary: R 397 116 per annum
Salary level : 08
Station: Volksrust Registration & Licensing Centre
Ref:DCSSL/SE/EDL/VOL/2025

Requirements: Diploma of Examiner of Driving Licence. Grade B with Code EC1/EC driving licence. Computer literacy 2-3 years' experience as an Examiner. Grade A Diploma in Driving licence will be an added advantage. Knowledge of the NRTA/NLTA and NaTIS.

Key Performance Areas: Assign test to examiners. Manage the test of Driving Licence for road worthiness. Manage the recording of test results. Manage the authorization of issuing of roadworthy certificate. Supervision of staff and ensuring filing of documents.

Post: Examiner-EDL (2 Posts)
Salary: R 325 101 per annum
Salary level: 07
Station: KwaMhlanga Registration & Licensing Centre
Ref:DCSSL/SE/EDL/KM/2025
Requirements: Diploma of Examiner of Driving Licence Grade A with Code EC1/EC driving licence. Computer literacy. Knowledge of the NRTA/NLTA and NaTIS.

Key Performance Areas: Render effective testing of applicants for learners and driving licenses. Capture learners' license and driving license test results on the NaTIS. Conduct eye test for learners and driving licenses applications. Record test results. Authorize the issue of learners and driving licenses.

Post: Administration Officer- Registration & Licensing Centre (05 Posts)
Salary: R 325 101 per annum
Salary level : 07
Station : KwaMhlanga Registration & Licensing Centre (03) Ref: DCSSL/AO/KM/2025
: Volksrust Registration & Licensing Centre (01) Ref: DCSSL/AO/VOL/2025
: Amersfort Registration & Licensing Centre (01) Ref: DCSSL/AO/AM/2025

Requirements: A National Diploma (NQF 6) in Administration/Management or equivalent qualifications with 3 year's relevant experience. Knowledge of NATIS and NRTA/NLTA will be an added advantage.

Key Performance Areas: Perform administration function in relation to Registration and Licensing of driving licenses and motor vehicles. Preparedness to work under pressure. Manage records and asset. Compile daily cash-up and weekly and monthly reports. Handle correspondences. Supervision of staff.

Post: Administration Clerk (10 Posts)
Salary: R 228 321 per annum
Salary level: 05
Station: KwaMhlanga Registration & Licensing Centre (07) Ref: DCSSL/AC/KM/2025
: Volksrust Registration & Licensing Centre (02) Ref: DCSSL/AC/VOL/2025
: Amersfort Registration & Licensing Centre (01) REF DCSSL/AC/AM/2025

Requirements: Higher Certificate/Diploma (NQF 5). Knowledge of NaTIS and NRTA. Computer literacy will be an added advantage.

Key Performance Areas: Perform Registration and licensing functions. Learners and Driving licenses and roadworthy certificates. Keep all records of production work daily. Preparedness to work under pressure.

Post: Registry Clerk (03 Posts)
Salary : R 228 321 per annum
Salary level : 05
Station : KwaMhlanga Registration & Licensing Centre (02) Ref: DCSSL/RC/KM/2025
: Volksrust Registration & Licensing Centre (01) Ref: DCSSL/RC/VOL/2025

Requirements: Higher Certificate/Diploma (NQF 5) in Records Management/ Basic Records Management, Information science. Experience in the field of Records Management. Knowledge of National Archives Acts. Computer literacy will be an added advantage.

Key Performance Areas: Receive, sort, date stamp and distribute incoming documents. Handle outgoing mail and faxes. Administer postal services, document tracing, storage and retrieval of files. Maintain filing system and registers. Pend files for future reference. Keep safe and dispose records in terms of National Archives Acts.

Post: Receptionist (01 Post)
Salary: R 193 359 per annum
Salary level: 04
Station: KwaMhlanga Registration & Licensing Centre
Ref: DCSSL/R/KM/2025

Requirements: Matric/Grade 12. Good verbal and written communication skills. Good interpersonal skills and must be multi-lingual. Computer literacy will be an added advantage.

Key Performance Areas: Handle and manage incoming calls and direct them accordingly. Manage the reception area. Professionally respond to queries pertaining to the Department and its functions. Receive and guide them properly.

Post: Cleaner (06 Posts)
Salary: R138 486 per annum
Salary Level: 02
Station: KwaMhlanga Registration & Licensing Centre (03) Ref: DCSSL/C/KM/2025
: Volksrust Registration & Licensing Centre (02) Ref: DCSSL/C/VOL/2025
: Amersfort Registration & Licensing Centre (01) Ref: DCSSL/C/ARM/2025

Requirements: ABET. Ability to utilize a limited range of basic cleaning equipment, methods and materials to keep specific work areas clean and tidy. Medical fitness and capacity to perform strenuous tasks.

Key Performance Areas: Clean and create an orderly environment. Operate cleaning machine. Polish floor using polishing machine. Handle cleaning equipment. Check, provide and empty waste bags. Provide refreshments when needed. Perform other duties as may be required.

Post: Groundsman (05 Posts)
Salary: R138 486 per annum
Salary Level: 02
Station: KwaMhlanga Registration & Licensing Centre (03) Ref: DCSSL/G/KM/2025
: Volksrust Registration & Licensing Centre (02) Ref: DCSSL/G/VOL/2025

Requirements: ABET. Ability to utilize a limited range of basic cleaning equipment, methods and materials to keep specific work areas clean and tidy. Medical fitness and capacity to perform strenuous tasks.

Key Performance Areas: Take care of the grass by watering it and mowing it when necessary. Trimming the trees and ensuring that they are able to grow unimpeded. Fertilize the soil, clear away natural waste and ensure that the outdoor space is free of garbage, among other tasks. Perform other duties as may be required.

Post: Data Capturers (2 Posts) (12 Months contract)
Salary: R 72 000 per annum
Station: Mbombela
Ref No: DCSSL/DC/M/2025

Requirements: Matric/Grade 12. Knowledge of EPWP Programme & Reporting System. Good communication skills (Written & Oral). Commitment to meet quality standard. Computer literacy.

Key Performance Areas: Render capturing services on the EPWP Reporting System on behalf of the Department. Ensure information capturing is accurate and in good standards. Transcription of data from source documents into EPWP reporting system. Accurate capture of EPWP data into the Web Based Reporting System. Reconcile reported data against verified data in the system. Monitor data in the system on a timeous basis. Analyse data captured and correct discrepancies in the system. Execute projects related administration duties.

Applications on the new Z83 form should be fully completed on the link provided and upload a detailed Curriculum Vitae only. <https://forms.cloud.microsoft/r/CXth9EaJ9y> Shortlisted copies of qualifications and other relevant documents will be submitted by shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts, failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. All shortlisted candidates will be subjected to a pre-entry assessment consisting of a practical exercise and integrity (ethical conduct assessment). A Pre-entry certificate (Nyukela) into Senior Management Services (SMS) and a full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms>: pre-entry-program. SMS/MMS posts will be subjected to a Competency Assessment test to determine the final outcome of appointment. Communication will be done to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application has been unsuccessful. It is our intention to promote representivity (race, gender and disability).

Enquiries and hard copy applications should be directed as follows:

Head Office & Ehlanzeni Region: Ms LS Mahlangu (013) 766 4028/ 4057/4019.
Nkangala Region (KwaMhlanga Government Complex): Ms A Seku (013) 766 4905
Gert Sibande Region (Batho Pele Building): Ms S Masango (017) 811 1433
Bohlabela Region (MTTC): Ms N Mathebula (013) 766 9152

<https://forms.cloud.microsoft/r/CXth9EaJ9y>



Closing date: 08 August 2025 at 16H15.