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TO : ACTING CHIEF EXECUTIVE OFFICER

FROM : HUMAN RESOURCE OFFICER

DATE : 17 AUGUST 2026

SUBJECT : REQUEST FOR APPROVAL TO EXTEND THE CLOSING DATE OF THE ADVERT FOR THE VACANCY OF THE HR MANAGER AND THE OHS MANAGER

1. PURPOSE

To obtain approval from the Acting Chief Executive Officer for the Human Resources department to extend the advert of the OHS&S Manager and the HR Manager to reach the designated EE groups.

2. MOTIVATION

The entity is in the process of appointing the vacancies HR Manager and the OHS & S Manager. There advert that is currently circulated, closing on 19 August 2026 which excludes the encouragement that designated groups as per the employment equity plan to apply for the vacancy positions. The request for the amendments is brought about the assessment of the previous adverts and interviews held by the entity in the past that the designated groups do not even apply for the vacancies circulated by the institution.

One of the employment equity plans of the entity on recruitment and selection is to;

Maintain and improve under-represented designated groups as the opportunity arises. Increase the representative of designated employees at senior levels. Develop strategies to better utilize the short-term contract opportunities to grow and expand the existing skills pool, especially for designated scarce and critical skills.

It is on this backdrop that there is a request to extend the advert closing dates of the HR Manager and the OHS & S Manager to the 28 August 2026 so as to allow the encouragement of designated groups to apply for the position.

3. FINANCIAL IMPLICATIONS

There will be financial implications as the amendments will be posted on the entity's website and the social media platforms.

4. POWERS OF APPROVAL

The power of approval is vested in the Acting Chief Executive Officer as per the Delegations of Authority

5. RECOMMENDATIONS

That approval be granted to extend the vacancy closing date of the HR Manager and OHS & S Manager from the closing date of the 19 August 2026 to 28 August 2026.

kkc morake

Mr Karabelo Morake
Human Resource Officer

18 August 2026

Date

Supported/~~Not Supported~~

T. Lengau

Mr. Teboho Lengau
Acting HR Manager

18 August 2026

Date

Recommended/Not Recommended

NH

This has been recommended by REMSEC during Q1 HR reporting.

Ms. Nomza Topo
Acting Chief Financial Officer

18/08/2026

Date

Approved/Not Approved

M. Tshikwatamba

Ms. Mandisa Tshikwatamba
Acting Chief Executive Officer

18/08/2026

Date

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