



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Department of Public Works and Infrastructure: kindly note that the post of Deputy Director: Parliamentary and Cabinet Support (Departmental Support to the Ministry) ref no: 2024/41, Correct salary: R849 702 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service), Email to: Recruitment24-01@dpw.gov.za, Deputy Director: Administration Support and Coordination (Departmental Support to the Ministry) Ref no: 2024/42, Correct salary: R849 702 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service), Email to: Recruitment24-02@dpw.gov.za, Administrative Officer: Registry Services (Departmental Support to the Ministry) Ref no: 2024/43, Correct salary: R308 154 per annum, Email to: Recruitment24-03@dpw.gov.za, Food Service Aid (Departmental Support to the Ministry) Ref no: 2024/44, Correct SALARY: R 131 265 per annum, Email to: Recruitment24-04@dpw.gov.za, advertised in

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 17 May 2024
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POSTS

- POST 14/272** : **DEPUTY DIRECTOR: HOD SUPPORT REF NO: 2024/ACSR01/NW (X1 POST)**
(Office of the Head of Department)
- SALARY** : R849 702 per annum (Level 11)
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A 3-year National Diploma or bachelor's degree in public administration/ business management or relevant qualification. At least five (5) years' relevant experience of which three (3) years' should be at a Junior Management level/ Assistant Director. A valid drivers' license. Knowledge Broad knowledge and understanding of the functional areas covered by the Head of Department's portfolio. Proven management competencies. A high level of financial administration, planning, organising and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations.

		Change and knowledge management skills. Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skill. Good networking skills. Project management skills. Computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.
<u>DUTIES</u>	:	Facilitate and generate information flow to and from the HOD to internal and external stakeholders. Coordinate information/ inputs from the Departmental Directorates to develop reports. Acknowledge receipt and provide response to all incoming correspondence to the Office of the HOD. Provide feedback on incoming correspondence. Ensure that staff in HOD's office signs Performance Agreements, Performance Assessments are conducted within the applicable policies. Implement systems of financial compliance management in the Office of the HOD. Provide and account for all funds utilized in the Office of the HOD (variance reporting). Coordinate work of all units in the HOD's Office to ensure adequate support.
<u>ENQUIRIES</u>	:	Mr T Mpuisang Tel No: (018) 388 2738/39
<u>POST 14/273</u>	:	<u>SERVICE POINT MANAGER REF NO: 2024/ACSR02/NW (X1 POST)</u> (Re-advert)
<u>SALARY CENTRE</u>	:	R552 081 per annum (Level 10)
	:	Dr. Kenneth Kaunda District: J.B Marks Service Point (X1 Post) Bojanala District: Madibeng Service Point (X1 Post)
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or bachelor's degree in social sciences or management. At least three (3) to five (5) years' experience at supervisory level (junior management). Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPFA and PMDS. A valid driver's licence. Skills: Excellent supervisory human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Project Management. Proven experience of office systems Management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Ensure planning, of service point performance and reporting thereof. Analyse the Service Point's long, medium and short-term outputs and activities to achieve required outputs. Supervise and support all service point employees to ensure implementation and management of programmes in the service point. Ensure implementation and promotion of Arts, culture, Sport and Recreation programmes. Assist with the coordination of Library activities at the Service Point. Forge partnership with relevant stakeholders. Manage and supervise the achievement of the service point performance. Compile reports on the service point performance. Co-ordinate skills development and skills audits of staff. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Ensure adherence to occupational health and safety regulations. Prepare management information, reports statistics and reporting.
<u>ENQUIRIES</u>	:	Dr. Kenneth Kaunda District: Ms C Motjuwadi Tel No: (018) 294 6860 Bojanala District: Mr T Mpuisang Tel No: (018) 388 2739
<u>POST 14/274</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: PMDS REF NO: 2024/ACSR03/NW (X1 POST)</u> (Performance Management Development System Unit) (Re-advert)
<u>SALARY CENTRE</u>	:	R376 413 per annum (Level 08)
<u>REQUIREMENTS</u>	:	Head Office, Mmabatho
	:	A 3-year National Diploma or bachelor's degree in human resource management/ public management. At least two (2) to three (3) years' relevant experience in Human Resource Management. Skills: Interpersonal relations, planning and organising, innovations, presentation, analytical and communication skills. Computer literacy. Ability to formulate, interpret HR practice, procedures and policies. In-depth knowledge of performance management and development system and performance auditing. Good administrative, financial and project management skills. A valid driver's license.
<u>DUTIES</u>	:	Develop and implement effective performance management system. Manage submission of work plans and performance agreements. Ensure that job descriptions are developed and signed by all employees. Conduct and manage

first and final performance assessment. Manage performance auditing. Manage the database and provide accurate and reliable statistics. Act as a consultant to line managers to ensure effective management of individual performance and support the investigation of queries. Ensure alignment of assessment documents to performance agreements/ work plans. Contribute to the development, review and maintenance of the performance management system and processes. Render a human resource advisory service to the management of the Department by investigating, analysing, benchmarking and interpreting legislation, prescripts and other human resource-related issues to promote an effective human resource environment. Conduct information sessions.

ENQUIRIES : Mr Itumeleng Mmusi Tel No: (018) 388 2748

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : The Acting Director Human Capital Management, Department of Social Development, Private Bag X6, Mmabatho, 2735, Ground Floor Provident House Building, or hand delivered to Provident House Building, 1st Floor, University Drive Mmabatho.

FOR ATTENTION : Ms PP Setsiba

CLOSING DATE : 13 May 2024@ 15:00

NOTE : Applications must be accompanied by Improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The improved Z83 Form must be fully complemented in all areas signed and dated. Should the applicant use incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit Only Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR, positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s). Failure to submit the requested documents will result in the application not being considered for selection. All qualifications will be verified. It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR., 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 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 shortlisted candidates will be subjected to the Personnel suitability check. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. They must also disclose or inform whether he / she is performing any additional remunerative work outside his / her normal duties. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain Pre-Entry certificate. (SMS Pre Entry Programme) is offered by the National School of government, information can be accessed via this link: <http://www.thensg.gov.za> . The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ECHELON

- POST 14/275** : **DIRECTOR SERVICE POINTS AND INSTITUTION SUPPORT**
MANAGEMENT REF NO: SD/ 1/24-25/E
Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District
- SALARY** : R1 162 200 per annum (Level 13), (an all-inclusive remuneration package)
CENTRE : Dr Ruth Segomotsi Mompoti District
REQUIREMENTS : Grade 12 Certificate. Applicants must be in possession of appropriate undergraduate qualification (NQF level 7 as recognized by SAQA), in Management/Public Administration or equivalent qualification. A minimum of 5 years' experience at Middle Managerial level. Valid driver's license. Competencies: Knowledge of social development legislation, policies, programmes, and priorities. Valid driver's licence. Knowledge of Public Service policies, rules, and regulations, including the Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, and other related prescripts. Sound practical knowledge of principles of good Corporate Governance. Strategic capability and leadership. Programme and project management. Change management. Knowledge management. Service delivery innovation. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Stakeholder relationship management.
- DUTIES** : Ensure efficient and effective coordination, administrative support, and quality assurance of services in the District, Service Points, and Institutions. Ensure development, implementation, and monitoring of district annual performance plan and operational plan. Provide management support to Service Points, Institutions, Social Welfare Programmes, Community Development Programmes, Corporate Services and Financial Management Services. Performance management. Resource Management.
- ENQUIRES** : Dr F Ngqobe, Tel No: 388 2043/1668