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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](http://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: FREE STATE  
DEPARTMENT OF HUMAN SETTLEMENTS**

***Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representivity will receive preference.***

- APPLICATIONS** : Head: Human Settlements, Human Resource Management Directorate. Private Bag 247, Bloemfontein, 9300 or Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street corner Markgraaf street, Bloemfontein. No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 17 May 2024, Time: 16H00
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed form Z83, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z 83 and the detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subjected to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will NOT be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.
- ERRATUM:** Kindly note that the post of Chief Construction Project Manager: Grade A with Ref No: HS 07/ 2024 advertised in Public Vacancy Circular 10 dated 15 March 2024, requirements have been amended as follows: Nyukela Certificate is not required.

**MANAGEMENT ECHELON**

- POST 14/192** : **CHIEF DIRECTOR CORPORATES SERVICES REF NO: HS 1/2024**  
Re- Advertised, Candidates who previously applied, do no need to re-apply.
- SALARY** : R1 371 558 per annum (Level 14), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Admin/Public Management/Human Resource Management (NQF 7) or equivalent qualification and minimum 5 years' senior management experience in similar environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. A Valid Driver's license. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to

progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enrol for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate Knowledge: Public Service Act, Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures. Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

**DUTIES** : Manage Departmental Planning and Performance Management that includes: Manage Service Delivery Improvement Plan and Batho Pele initiative, Manage the performance and development Management of all officials in the department in accordance with the Performance, Development and Management Strategy as approved by the Free State Province, Manage Organizational Development roles to achieve service delivery in the department, Manage Strategic Planning, Monitoring and Evaluation of nonfinancial performance information in accordance with the relevant prescripts. Manage Information Technology for the department. Manage Housing Subsidy Systems for the department. Manage Corporate Communication. Manage Auxiliary Service for the Department. Manage and monitor the implementation of Audit Action Plan on matters affecting the Chief Directorate to ensure the improvement in the audit outcome of the Department. Promote integrated governance in the unit, through alignment of activities relating to: Help desk, Presidential Hotline, National Provincial and MEC Outreach programmes, meetings and National Publications. Manage human resource planning and administration. Manage departmental Labour Relations matters in accordance with the relevant prescripts. Manage the skills development in the Department according to the relevant prescripts. Manage and monitor the implementation of employee health and wellness framework, Compile, submit and present monthly, quarterly and annual Progress Reports on the performance/ activities of the Department and Chief Directorate compiled and submitted to the Head of Department and relevant authorities. Manage and monitor the implementation of Risk Management Framework in the Department which includes identification, mitigation and reporting of risks that impact negatively on the performance of the Department., Manage the budget, human resources and assets of the Chief Directorate effectively and efficiently in accordance with the PFMA.

**ENQUIRIES** : Mr. T.A Reachable Tel No: (051) 403 3818

**POST 14/193** : **DISTRICT DIRECTOR: FEZILE DABI REF NO: HS 4/2024**  
Re-advertised, Candidates who previously applied, do not need to re-apply.

**SALARY** : R1 162 200 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.

**CENTRE REQUIREMENTS** :  
Faiile Dabi District  
Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Business Admin/Public Management or Degree in Built environment (NQF 7). Minimum of 5 years' experience at middle managerial level/senior management level in relevant environment Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enrol for it at a cost of R265.00. The duration of the course is 120 hours). No

applicant will be appointed in the absence of the certificate. Knowledge: Extensive knowledge of Generally Accepted Accounting Principle. Treasury Regulations. General Reviewed Accounting Principles. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's license.

**DUTIES** : Manage the Implementation of Housing programmes and Land Tenure services that includes Manage affordable, Priority and Intervention Programme. Provision of Land Tenure and Informal Settlement and Beneficiary Management. Provide Technical Services and Project Monitoring that includes: the management of all housing projects in the district, monitor all the housing projects for the districts. Manage the Administration services for the district that includes the management of Human Resources for the District, Manage the Financial services for the District, Manage Supply Chain Management issues for the District and Management of Auxiliary services in terms of switchboard and messengers.

**ENQUIRIES** : Mr. C. Monyela Tel No: (051) 405 4380

#### **OTHER POSTS**

**POST 14/194** : **DEPUTY DIRECTOR IN THE OFFICE OF HOD REF NO: HS 8/2024**  
Re-advertised, Candidates who previously applied, do no need to re-apply.

**SALARY** : R849 702 per annum, an all-inclusive package  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate, Advanced Diploma / Bachelor's Degree in Business Administration/Public Management / Office management/ Administration or any related field. Minimum of 5 years' experience in Junior management. Competencies: Knowledge: In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Treasury/ Practice Notes, Treasury and DPSA Circulars. Financial Management Systems (BAS & LOGIS). Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

**DUTIES** : Manage and facilitate functional administrative support to the Office of the Head of Department in relation to government business and parliamentary responsibilities of the department; including preparing department inputs to the Portfolio Committees and compile reports thereof when required to. Provide support in relation to department input to the Clusters. Handling of enquiries in the Office of the Head of Department. Provide quality assurance and oversight on documentation including priority enquiries. Draft agendas for SMS Meeting and provide secretariat services thereof. Draft correspondences, submission, and memoranda. Manage the Head of Department's diary in relation to appointments, meetings, and interviews. Analyse and consolidate reports as well as provision of management information reports of which will facilitate informed decision making, monitor expenditure trends in the office and advise the top/senior manager of a possible under/overspending. Ensure timely response to both internal and external clients' needs, by dealing with them in an efficient and effective way. Compile, maintain and manage a database of all enquiries timeously. Delegate functions to junior staff based on individual potential and provide necessary guidance and support.

**ENQUIRIES** : Mr. B. Leeuw Tel No: (051) 403 3883

**POST 14/195** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HS 9/2024**  
Re-advertised, Candidates who previously applied, do no need to re-apply.

**SALARY** : R444 036 per annum (Level 09), a basic salary. The remuneration consists of the basic salary, the Government's contribution to the Government Employee Pension Fund, also include a 13th cheque, homeowner's allowance and medical aid assistance.

<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
	:	Applicants must be in possession of a Grade 12 Certificate and Advanced Diploma or Bachelor's degree in Internal Auditing/ Accounting or equivalent qualification. IT auditing /IAT/ PIA/CIA will serve as added advantage. Minimum of 3 years' experience in the relevant environment. Specific knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of other acts and policies as issued by the Department. Knowledge of the International Standards for the Professional Practice of Internal Auditing, Code of Ethics and other Practice Advisories. Ability to supervise and manage, Ability to work in a team, Ability to work independently, Computer skills, Analytical mind and a critical thinker. Good communication skills (written and verbal). An affiliate member of the Institute of Internal Auditors of South Africa. Knowledge of Departmental structure and processes. A valid Driver's License.
<b><u>DUTIES</u></b>	:	Supervise and participate in the development of strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management. Participate in the development of the three-year strategic risk based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Determine the audit scope and objectives of the allocated internal audit projects. Collect, analyse and interpret data for purposes of the development of the engagement work programs/ procedures. Develop the engagement work program. Supervise and execute the allocated internal audit projects. Develop findings and provide value-adding recommendations to improve the Organizational operations and controls. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans by Management. Review, collect information and compile reports to the accounting officer and the Audit committee. Compile progress reports against audit plan/ Quarterly reports, Annual reports. Keep up to date with new developments in the internal audit environment. Review and assist with quarterly KCM's Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit services. This would, inter alia, entail the following. General supervision of employees and time management. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. (d) Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Contribute to the development and enhancement of the audit methodologies and technologies, Internal Audit policy documents, Charters and the development of the Internal Audit coverage plan. Maintain good relations with clients.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Themba Tel No: (051)403 3645
<b><u>POST 14/196</u></b>	:	<b><u>ASSISTANT DIRECTOR: GRANT PLANNING, MONITORING AND REPORTING REF NO: HS 10/2024</u></b> Re-advertised, Candidates who previously applied, do not need to re-apply.
<b><u>SALARY</u></b>	:	R444 036 per annum (Level 09), a basic salary. The remuneration consists of the basic salary, the Government's contribution to the Government Employee Pension Fund, also include a 13th cheque, homeowner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
	:	Applicants must be in possession of a Grade 12 Certificate and Advanced Diploma/Degree or equivalent qualification in Finance/ Accounting/ Economic Environment. BAS and LOGIS training will be an added advantage. Minimum 3 years' work experience in the finance environment. Knowledge and understanding of the financial management environment, knowledge of financial management legislation and directives, Knowledge of policies and implementation strategies. Knowledge of interpretation and application of

DORA (Division of revenue Act), valid driver's license. knowledge and understanding of the financial management environment, knowledge of policies and implementation strategies, knowledge of financial management legislation and directives, problem solving skills, numeracy skills, analytical skills, planning and organization, knowledge of related policies directives and legislation.

**DUTIES**

: Manage and co-ordinate the implementation and maintenance of Financial Management practices (including LOGIS/ BAS Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.) Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports/ reconciliations of/ BAS/ PMG-Accounts on financial management issues. Inform, guide and advice Department/ personnel on financial management matters to enhance the correct implementation of financial management practices/policies. Management of human resources which include, inter alia: Training and development of officials, Performance Management, Work allocation. Authorise transactions on LOGIS / BAS/ according to delegations. Ensure effective monitoring and control over financial resources and provide inputs. (Cost Centre's), Prepare in-depth complex reports on financial management issues and statistics.

**ENQUIRIES**

: Ms N Molikoe Tel No: (051) 403 3223