



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 09 OF 2024
DATE ISSUED 08 MARCH 2024

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.

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing 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

<u>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
<u>FOR ATTENTION</u>	:	Ms TP Moepi
<u>CLOSING DATE</u>	:	25 March 2024
<u>NOTE</u>	:	Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

GRADUATE INTERSHIP PROGRAMME 2024-2026 (24 MONTHS)

The National Department of Health invites unemployed graduates who seek practical work experience and who are interested in the Public Service career to apply for internship (an occupationally based work experience opportunity) in the occupation mentioned below for a minimum of twenty-four (24) months.

The applicants must not have been exposed or have participated in an internship programme. The Department aims to enhance the employability of unemployed graduate as potential employees through this internship programme. Applicants must be 18-35 years of age.

OTHER POST

<u>POST 09/01</u>	:	<u>INTERNSHIP REF NO: NDOH 9/2024 (X5 POSTS)</u> Chief Directorate: Trauma, Violence and EMS
<u>STIPEND</u>	:	R7 043, 31 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6) / Degree (NQF 7) in the field of Microbiology, Biomedical Science. Good communication (written and verbal), planning and organising skills.
<u>DUTIES</u>	:	Imports and exports of biological materials. Inspection of laboratories inclusive of tissue banks. Acquire information on international standards on establishment of pathological laboratories, tissue banks and other banks related to human tissues. Verification of registration of the Principal Investigator / Medical Specialist with the Health Professionals Council of South Africa (HPCSA).
<u>ENQUIRIES</u>	:	Dr. Ncha Tel No: (012) 395 8257

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of these positions. Reasonable accommodation shall be applied for People with Disabilities.



- APPLICATIONS** : Applications must be sent to the correct DHA address specified at the bottom of the posts; or submitted on the following link: <https://essa@labour.gov.za>. Search opportunity name per Province and town, e.g. mobile officer or civic services clerk. Applicants who do not have access to the internet may submit their applications to the nearest Regional Offices of the Department of Employment and Labour (Labour Centres); Enquiry related to the system: PES@labour.gov.za and enquiries related to the work opportunities: Vusi.Mazibuko@labour.gov.za (082 886 9627) and Siphamandla.Xaba@labour.gov.za (076 983 8905) as well as Call Centre for system enquiries 086 010 1018.
- CLOSING DATE** : 28 March 2024
- NOTE** : Directions to applicants: Applications must be submitted on the New Application for Employment Form (Z.83), obtainable at www.gov.za; Applicants must fully complete part A,B,C,D,& F of the application form; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) and detailed duties of each employment period, including the details of at least two contactable employment references (as recent as possible). Applicants for the position of Mobile Officer must indicate the full details of the driver's licence as well as the Public Driver's Permit, PDP. Shortlisted candidates will be required to submit a copy of Identity Document (ID), a valid driver's licence, a valid Public Driver's Permit, as well as copies of the highest qualification/s on or before the day of the interview, submit, where applicable, evaluated results from the South African Qualifications Authority (SAQA) for foreign acquired qualifications, and submitted on or before the closing date. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you are committed to delivering on the National Development Plan's (NDP's) priorities, ascribe the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. Selection: In the filling of entry level positions, preference, where applicable, may be given to unemployed youth / graduates, and / or who have successfully completed their respective skills development programmes, who satisfy the inherent requirements of the post and reside within close proximity to the office where the post is based. Shortlisted Candidates for the position of Civic Services Clerk will be subjected to an interview and technical assessment. Shortlisted candidates for the position of Mobile Officer will be subjected to an interview, technical and Role Behaviour Assessments. Candidates considered suitable will be subjected to employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications). Appointment: Appointed persons will be required to - serve a prescribed probation period; and obtain security clearance appropriate to the post and within the prescribed timeframe.

OTHER POSTS

- POST 09/02** : **MOBILE OFFICER (X100 POSTS)**
- SALARY CENTRE** :
- R294 321 - R343 815 per annum (Level 07), a basic salary
 - Eastern Cape: PSP: Matatiele Ref No: HRMC 7/24/1a (X1 Post)
 - Eastern Cape: Medium Office: Tabankulu Ref No: HRMC 7/24/1b (X1 Post)
 - Eastern Cape Medium Office: Qumbu Ref No: HRMC 7/24/1c (X1 Post)
 - Eastern Cape: Medium Office: Peddie Ref No: HRMC 7/24/1d (X1 Post)
 - Eastern Cape: Medium Office: Mdantsane Ref No: HRMC 7/24/1e (X1 Post)
 - Eastern Cape: PSP: Elliotdale Ref No: HRMC 7/24/1f (X1 Post)
 - Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 7/24/1g (X1 Post)
 - Eastern Cape: Medium Office: Graaff Reiniet Ref No: HRMC 7/24/1h (X1 Post)

Eastern Cape: Medium Office: Humansdorp Ref No: HRMC 7/24/1i (X1 Post)
 Eastern Cape: Medium Office: Motherwell Ref No: HRMC 7/24/1j (X1 Post)
 Eastern Cape: Medium Office: Cleary Park Ref No: HRMC 7/24/1k (X1 Post)
 Eastern Cape: PSP: Cradock Ref No: HRMC 7/24/1l (X1 Post)
 Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 7/24/1m (X1 Post)
 Eastern Cape: Medium Office: Cofimvaba Ref No: HRMC 7/24/1n (X1 Post)
 Eastern Cape: Medium Office: Lady Frere Ref No: HRMC 7/24/1o (X1 Post)
 Free State: Medium Office: Thaba Nchu Ref No: HRMC 7/24/1p (X1 Post)
 Free State: Medium Office: Zastron Ref No: HRMC 7/24/1q (X1 Post)
 Free State: PSP: Trompsburg Ref No: HRMC 7/24/1r (X1 Post)
 Free State: Medium Office: Bultfontein Ref No: HRMC 7/24/1s (X1 Post)
 Free State: PSP: Ficksburg Ref No: HRMC 7/24/1t (X1 Post)
 Free State: PSP: Parys Ref No: HRMC 7/24/1u (X1 Post)
 Free State: PSP: Vrede Ref No: HRMC 7/24/1v (X1 Post)
 Free State: PSP: Wesselsbron Ref No: HRMC 7/24/1w (X1 Post)
 Free State: PSP: Ladybrand Ref No: HRMC 7/24/1x (X1 Post)
 Free State: Medium Office: Sasolburg Ref No: HRMC 7/24/1y (X1 Post)
 Gauteng: Medium Office: Edenvale Ref No: HRMC 7/24/1z (X1 Post)
 Gauteng: Medium Office: Boksburg Ref No: HRMC 7/24/1aa (X1 Post)
 Gauteng: Medium Office: Heidelberg Ref No: HRMC 7/24/1ab (X1 Post)
 Gauteng: Medium Office: Vanderbijlpark Ref No: HRMC 7/24/1ac (X1 Post)
 Gauteng: Large Office: Randfontein Ref No: HRMC 7/24/1ad (X1 Post)
 Gauteng: Medium Office: Carletonville Ref No: HRMC 7/24/1ae (X1 Post)
 Gauteng: Medium Office: Roodepoort Ref No: HRMC 7/24/1af (X1 Post)
 Gauteng: Medium Office: Bronkhorstspuit Ref No: HRMC 7/24/1ag (X1 Post)
 KwaZulu-Natal: Medium Office: Vryheid Ref No: HRMC 7/24/1ah (X1 Post)
 KwaZulu-Natal: Large Office: Ulundi Ref No: HRMC 7/24/1ai (X1 Post)
 KwaZulu-Natal: Medium Office: Nqutu Ref No: HRMC 7/24/1aj (X1 Post)
 KwaZulu-Natal: Medium Office: Hluhluwe Ref No: HRMC 7/24/1ak (X1 Post)
 KwaZulu-Natal: Medium Office: Mtubatuba Ref No: HRMC 7/24/1al (X1 Post)
 KwaZulu-Natal: Medium Office: Stanger Ref No: HRMC 7/24/1am (X1 Post)
 KwaZulu-Natal: Medium Office: Eshowe Ref No: HRMC 7/24/1an (X1 Post)
 KwaZulu-Natal: Medium Office: Estcourt Ref No: HRMC 7/24/1ao (X1 Post)
 KwaZulu-Natal: Large Office: Ugu Ref No: HRMC 7/24/1ap (X1 Post)
 KwaZulu-Natal: Medium Office: Kokstad Ref No: HRMC 7/24/1aq (X1 Post)
 KwaZulu-Natal: Medium Office: Umsinga Ref No: HRMC 7/24/1ar (X1 Post)
 KwaZulu-Natal: Large Office: Ethekeini Ref No: HRMC 7/24/1as (X2 Posts)
 KwaZulu-Natal: Large Office: Umgungundlovu Ref No: HRMC 7/24/1at (X1 Post)
 KwaZulu-Natal: PSP: Harding Ref No: HRMC 7/24/1au (X1 Post)
 Limpopo: Medium Office: Mutale Ref No: HRMC 7/24/1av (X1 Post)
 Limpopo: Medium Office: Modjadjiskoof Ref No: HRMC 7/24/1aw (X1 Post)
 Limpopo: Medium Office: Phalaborwa Ref No: HRMC 7/24/1ax (X1 Post)
 Limpopo: Medium Office: Lephalale Ref No: HRMC 7/24/1ay (X1 Post)
 Limpopo: Large Office: Mokopane Ref No: HRMC 7/24/1az (X1 Post)
 Limpopo: Large Office: Jane Furse Ref No: HRMC 7/24/1ba (X1 Post)
 Limpopo: Medium Office: Groblersdal Ref No: HRMC 7/24/1bb (X1 Post)
 Limpopo: Medium Office: Nebo Ref No: HRMC 7/24/1bc (X1 Post)
 Limpopo: Medium Office: Molemole Ref No: HRMC 7/24/1bd (X1 Post)
 Limpopo: Medium Office: Bochum Ref No: HRMC 7/24/1be (X1 Post)
 Limpopo: Medium Office: Sekororo Ref No: HRMC 7/24/1bf (X1 Post)
 Limpopo: Medium Office: Lebowakgomo Ref No: HRMC 7/24/1bg (X1 Post)
 Mpumalanga: Medium Office: Hazyview Ref No: HRMC 7/24/1bh (X1 Post)
 Mpumalanga: Medium Office: White River Ref No: HRMC 7/24/1bi (X1 Post)
 Mpumalanga: Medium Office: Mapulaneng Ref No: HRMC 7/24/1bj (X1 Post)
 Mpumalanga: Large Office: eMalahleni Ref No: HRMC 7/24/1bk (X1 Post)
 Mpumalanga: Medium Office: Siyabuswa Ref No: HRMC 7/24/1bl (X1 Post)
 Mpumalanga: Medium Office: KwaMhlanga Ref No: HRMC 7/24/1bm (X1 Post)
 Mpumalanga: Large Office: Ermelo Ref No: HRMC 7/24/1bn (X1 Post)
 Mpumalanga: Medium Office: Piet Retief Ref No: HRMC 7/24/1bo (X1 Post)
 Mpumalanga: Medium Office: Secunda Ref No: HRMC 7/24/1bp (X1 Post)
 Mpumalanga: Medium Office: Volksrust Ref No: HRMC 7/24/1bq (X1 Post)
 Northern Cape: Large Office: Kuruman Ref No: HRMC 7/24/1br (X1 Post)
 Northern Cape: Large Office: Kimberley Ref No: HRMC 7/24/1bs (X1 Post)
 Northern Cape: Large Office: Upington Ref No: HRMC 7/24/1bt (X1 Post)
 Northern Cape: Medium Office: Jan Kempdorp Ref No: HRMC 7/24/1bu (X1 Post)

Northern Cape: Medium Office: Pampierstad Ref No: HRMC 7/24/1bv (X1 Post)
 Northern Cape: Medium Office: Springbok Ref No: HRMC 7/24/1bw (X1 Post)
 Northern Cape: Medium Office: Calvinia Ref No: HRMC 7/24/1bx (X1 Post)
 Northern Cape: Medium Office: De Aar Ref No: HRMC 7/24/1by (X1 Post)
 Northern Cape: Medium Office: Prieska Ref No: HRMC 7/24/1bz (X1 Post)
 Northern Cape: Medium Office: Postmasburg Ref No: HRMC 7/24/1ca (X1 Post)
 North West: Medium Office: Wolmaransstad Ref No: HRMC 7/24/1cb (X1 Post)
 North West: PSP: Ventersdorp Ref No: HRMC 7/24/1cc (X1 Post)
 North West: Medium Office: Vryburg Ref No: HRMC 7/24/1cd (X1 Post)
 North West: Medium Office: Taung Ref No: HRMC 7/24/1ce (X1 Post)
 North West: Medium Office: Madikwe Ref No: HRMC 7/24/1cf (X1 Post)
 North West: Large Office: Swaruggens Ref No: HRMC 7/24/1cg (X1 Post)
 North West: Medium Office: Makapanstad Ref No: HRMC 7/24/1ch (X1 Post)
 North West: Medium Office: Lichtenburg Ref No: HRMC 7/24/1ci (X1 Post)
 North West: Medium Office: Atamelang Ref No: HRMC 7/24/1cj (X1 Post)
 North West: Medium Office: Zeerust Ref No: HRMC 7/24/1ck (X1 Post)
 Western Cape: PSP: Laingsburg Ref No: HRMC 7/24/1cl (X1 Post)
 Western Cape: Medium Office: Oudtshoorn Ref No: HRMC 7/24/1cm (X2 Posts)
 Western Cape: Medium Office: Malmesbury Ref No: HRMC 7/24/1cn (X2 Posts)
 Western Cape: Medium Office: Beaufort-West Ref No: HRMC 7/24/1co (X1 Post)
 Western Cape: Medium Office: Caledon Ref No: HRMC 7/24/1cp (X1 Post)
 Western Cape: PSP: Vradsenburg Ref No: HRMC 7/24/1cq (X1 Post)
 Western Cape: Medium Office: Vredendal Ref No: HRMC 7/24/1cr (X2 Posts)

REQUIREMENTS

: An undergraduate qualification in Public Administration / Public Management / Operations / Human Resources / Business Management at an NQF Level 6 as recognised by SAQA. One (1) year clerical experience will be an added advantage. Experience in client and customer service environment will be an added advantage. Sound knowledge of the Batho Pele Principles. A valid driver's licence (Code 10) and a valid Public Driver Permit (PDP). Basic knowledge of Public Service Regulations. Basic knowledge of the Departmental Legislation and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework Knowledge of Civic Services Operations. Basic knowledge of Civic Services Prescripts. Required skills and competencies: Communication and sound interpersonal skills, Time management, Problem solving skills, Planning and organizing, Supervisory skills, Basic Report writing skills, Basic Computer literacy, Extensive travelling is required.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Supervise and administer the daily operations of Civic Services functions within the Mobile Offices, Identity Document, Birth, Marriage and Death (BMD) and Passport application processes. Supervise and monitor operations in different service points. Management of queues for clients visiting the office and daily operation of the office. Ensure that the Mobile Office is properly maintained and examined to render services. Perform daily trips and post-trip vehicle inspections and ensure that the Mobile Unit is in the best safety condition at all times. Implement effective risk and compliance in line with the relevant practices. Facilitate the provision of client services to service points. Operate the specialised equipment in the front and back office as required. Drive the mobile unit to the required service point and ensure that the mobile unit is set up at the required location at the scheduled time. Ensure that clients embark and disembark (i.e. disabled clients) the mobile units where required. Maintain relationship with various internal and external stakeholders. Comply with relevant Civic Services frameworks. Supervision of resources (human and physical) within the unit.

ENQUIRIES

: Eastern Cape: Mr S Mapukata Tel No: (043) 604 6418
 Free State: Mr C Mgwadleka Tel No: (051) 410 3912
 Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
 KwaZulu-Natal: Ms N Tshezi Tel No: (033) 845 5003
 Limpopo: Mr J Kgole Tel No: (015) 287 2802
 Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
 Northern Cape: Ms S Botha Tel No: (053) 807 6700
 North West: Ms M Seleke Tel No: (018) 397 9904

APPLICATIONS

Western Cape: Mr M Pienaar Tel No: (021) 488 1409
Quoting the relevant reference number, direct your application to: The Department of Home Affairs Office as follows:
Eastern Cape: Postal Address: Private Bag 7413, King Williams Town, 5600. Physical address: 11 Hargreaves Avenue, King William's Town, 5600
Free State: Postal Address: Postal address: P.O Box 12262 Brandhof 9324. Physical Address: 40 Victoria Street Willows Bloemfontein, 9301.
Gauteng: Postal Address: Private Bag X108, Braamfontein, 2017. Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.
KwaZulu-Natal: Postal Address: Private Bag X 09, Pietermaritzburg 3209. Physical address: 181 Church Street, Pietermaritzburg 3209
Limpopo: Postal Address: Private Bag X 9517, Polokwane, 0700. Physical Address: 89 Biccard Street, Polokwane, 0699.
Mpumalanga: Postal Address: Private Bag X11264, Nelspruit, 1200. Physical Address: 29 Bester Street, Nelspruit, 1200.
Northern Cape: Postal Address: Private Bag X 6073, Kimberley 8300. Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.
North West: Postal Address: Private Bag X119, Mmabatho, 2735, Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.
Western Cape: Postal Address: Private Bag X9103, Cape Town, 8000. Physical Address: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000.

POST 09/03

CIVIC SERVICES CLERK (X100 POSTS)

SALARY CENTRE

R241 485 - R281 559 per annum (Level 06), a basic salary
Eastern Cape: PSP: Matatiele Ref No: HRMC 7/24/2a (X1 Post)
Eastern Cape: Medium Office: Tabankulu Ref No: HRMC 7/24/2b (X1 Post)
Eastern Cape: Medium Office: Qumbu Ref No: HRMC 7/24/2c (X1 Post)
Eastern Cape: Medium Office: Peddie Ref No: HRMC 7/24/2d (X1 Post)
Eastern Cape: Medium Office: Mdantsane Ref No: HRMC 7/24/2e (X1 Post)
Eastern Cape: PSP: Elliotdale Ref No: HRMC 7/24/2f (X1 Post)
Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 7/24/2g (X1 Post)
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Eastern Cape: PSP: Cradock Ref No: HRMC 7/24/2l (X1 Post)
Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 7/24/2m (X1 Post)
Eastern Cape: Medium Office: Cofimvaba Ref No: HRMC 7/24/2n (X1 Post)
Eastern Cape: Medium Office: Lady Frere Ref No: HRMC 7/24/2o (X1 Post)
Free State: Medium Office: Thaba Nchu Ref No: HRMC 7/24/2p (X1 Post)
Free State: Medium Office: Zastron Ref No: HRMC 7/24/2q (X1 Post)
Free State: PSP: Trompsburg Ref No: HRMC 7/24/2r (X1 Post)
Free State: Medium Office: Bultfontein Ref No: HRMC 7/24/2s (X1 Post)
Free State: PSP: Ficksburg Ref No: HRMC 7/24/2t (X1 Post)
Free State: PSP: Parys Ref No: HRMC 7/24/2u (X1 Post)
Free State: PSP: Vrede Ref No: HRMC 7/24/2v (X1 Post)
Free State: PSP: Wesselsbron Ref No: HRMC 7/24/2w (X1 Post)
Free State: PSP: Ladybrand Ref No: HRMC 7/24/2x (X1 Post)
Free State: Medium Office: Sasolburg Ref No: HRMC 7/24/2y (X1 Post)
Gauteng: Medium Office: Edenvale Ref No: HRMC 7/24/2z (X1 Post)
Gauteng: Medium Office: Boksburg Ref No: HRMC 7/24/2aa (X1 Post)
Gauteng: Medium Office: Heidelberg Ref No: HRMC 7/24/2ab (X1 Post)
Gauteng: Medium Office: Vanderbijlpark Ref No: HRMC 7/24/2ac (X1 Post)
Gauteng: Large Office: Randfontein Ref No: HRMC 7/24/2ad (X1 Post)
Gauteng: Medium Office: Carletonville Ref No: HRMC 7/24/2ae (X1 Post)
Gauteng: Medium Office: Roodepoort Ref No: HRMC 7/24/2af (X1 Post)
Gauteng: Medium Office: Bronkhorstspruit Ref No: HRMC 7/24/2ag (X1 Post)
KwaZulu-Natal: Medium Office: Vryheid Ref No: HRMC 7/24/2ah (X1 Post)
KwaZulu-Natal: Large Office: Ulundi Ref No: HRMC 7/24/2ai (X1 Post)
KwaZulu-Natal: Medium Office: Nqutu Ref No: HRMC 7/24/2aj (X1 Post)
KwaZulu-Natal: Medium Office: Hluhluwe Ref No: HRMC 7/24/2ak (X1 Post)
KwaZulu-Natal: Medium Office: Mtubatuba Ref No: HRMC 7/24/2al (X1 Post)

KwaZulu-Natal: Medium Office: Stanger Ref No: HRMC 7/24/2am (X1 Post)
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 KwaZulu-Natal: Medium Office: Estcourt Ref No: HRMC 7/24/2ao (X1 Post)
 KwaZulu-Natal: Large Office: Ugu Ref No: HRMC 7/24/2ap (X1 Post)
 KwaZulu-Natal: Medium Office: Kokstad Ref No: HRMC 7/24/2aq (X1 Post)
 KwaZulu-Natal: Medium Office: Umsinga Ref No: HRMC 7/24/2ar (X1 Post)
 KwaZulu-Natal: Large Office: Ethekwini Ref No: HRMC 7/24/2as (X2 Posts)
 KwaZulu-Natal: Large Office: Umgungundlovu Ref No: HRMC 7/24/2at (X1 Post)
 KwaZulu-Natal: PSP: Harding Ref No: HRMC 7/24/2au (X1 Post)
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 Limpopo: Medium Office: Modjadjiskoof Ref No: HRMC 7/24/2aw (X1 Post)
 Limpopo: Medium Office: Phalaborwa Ref No: HRMC 7/24/2ax (X1 Post)
 Limpopo: Medium Office: Lephalale Ref No: HRMC 7/24/2ay (X1 Post)
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 Limpopo: Large Office: Jane Furse Ref No: HRMC 7/24/2ba (X1 Post)
 Limpopo: Medium Office: Groblersdal Ref No: HRMC 7/24/2bb (X1 Post)
 Limpopo: Medium Office: Nebo Ref No: HRMC 7/24/2bc (X1 Post)
 Limpopo: Medium Office: Molemole Ref No: HRMC 7/24/2bd (X1 Post)
 Limpopo: Medium Office: Bochum Ref No: HRMC 7/24/2be (X1 Post)
 Limpopo: Medium Office: Sekororo Ref No: HRMC 7/24/2bf (X1 Post)
 Limpopo: Medium Office: Lebowakgomo Ref No: HRMC 7/24/2bg (X1 Post)
 Mpumalanga: Medium Office: Hazyview Ref No: HRMC 7/24/2bh (X1 Post)
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 Mpumalanga: Large Office: eMalahleni Ref No: HRMC 7/24/2bk (X1 Post)
 Mpumalanga: Medium Office: Siyabuswa Ref No: HRMC 7/24/2bl (X1 Post)
 Mpumalanga: Medium Office: KwaMhlanga Ref No: HRMC 7/24/2bm (X1 Post)
 Mpumalanga: Large Office: Ermelo Ref No: HRMC 7/24/2bn (X1 Post)
 Mpumalanga: Medium Office: Piet Retief Ref No: HRMC 7/24/2bo (X1 Post)
 Mpumalanga: Medium Office: Secunda Ref No: HRMC 7/24/2bp (X1 Post)
 Mpumalanga: Medium Office: Volksrust Ref No: HRMC 7/24/2bq (X1 Post)
 Northern Cape: Large Office: Kuruman Ref No: HRMC 7/24/2br (X1 Post)
 Northern Cape: Large Office: Kimberley Ref No: HRMC 7/24/2bs (X1 Post)
 Northern Cape: Large Office: Upington Ref No: HRMC 7/24/2bt (X1 Post)
 Northern Cape: Medium Office: Jan Kempdorp Ref No: HRMC 7/24/2bu (X1 Post)
 Northern Cape: Medium Office: Pampierstad Ref No: HRMC 7/24/2bv (X1 Post)
 Northern Cape: Medium Office: Springbok Ref No: HRMC 7/24/2bw (X1 Post)
 Northern Cape: Medium Office: Calvinia Ref No: HRMC 7/24/2bx (X1 Post)
 Northern Cape: Medium Office: De Aar Ref No: HRMC 7/24/2by (X1 Post)
 Northern Cape: Medium Office: Prieska Ref No: HRMC 7/24/2bz (X1 Post)
 Northern Cape: Medium Office: Postmasburg Ref No: HRMC 7/24/2ca (X1 Post)
 North West: Medium Office: Wolmaransstad Ref No: HRMC 7/24/2cb (X1 Post)
 North West: PSP: Ventersdorp Ref No: HRMC 7/24/2cc (X1 Post)
 North West: Medium Office: Vryburg Ref No: HRMC 7/24/2cd (X1 Post)
 North West: Medium Office: Taung Ref No: HRMC 7/24/2ce (X1 Post)
 North West: Medium Office: Madikwe Ref No: HRMC 7/24/2cf (X1 Post)
 North West: Large Office: Swartuggens Ref No: HRMC 7/24/2cg (X1 Post)
 North West: Medium Office: Makapanstad Ref No: HRMC 7/24/2ch (X1 Post)
 North West: Medium Office: Lichtenburg Ref No: HRMC 7/24/2ci (X1 Post)
 North West: Medium Office: Atamelang Ref No: HRMC 7/24/2cj (X1 Post)
 North West: Medium Office: Zeerust Ref No: HRMC 7/24/2ck (X1 Post)
 Western Cape: PSP: Laingsburg Ref No: HRMC 7/24/2cl (X1 Post)
 Western Cape: Medium Office: Oudtshoorn Ref No: HRMC 7/24/2cm (X2 Posts)
 Western Cape: Medium Office: Malmesbury Ref No: HRMC 7/24/2cn (X2 Posts)
 Western Cape: Medium Office: Beaufort-West Ref No: HRMC 7/24/2co (X1 Post)
 Western Cape: Medium Office: Caledon Ref No: HRMC 7/24/2cp (X1 Post)
 Western Cape: PSP: Vredenburg Ref No: HRMC 7/24/2cq (X1 Post)
 Western Cape: Medium Office: Vredendal Ref No: HRMC 7/24/2cr (X2 Posts)
 : An undergraduate qualification in Public Management / Public Administration / Human Resources at NQF level 6, as recognised by SAQA. Basic

REQUIREMENTS

understanding of Civic Service operations. Sound knowledge of the Batho Pele Principles. Required skills and competencies: Basic Computer literacy, Interpersonal skills, Written and verbal communication skills, Client orientation and customer focus, Attention to detail.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Process Civic Services applications and issuing of documents in line with procedures and to provide administrative support in the office (application of Identity Document, Registration of Births, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing citizenship documents). Operate the live capture. Verify, validate and capture client information on system, fingerprints, scan client supporting documents on line. Examine processed fingerprints and evaluate their validity for entry into the automated fingerprint identification system. Receive, scan and file smartcards upon receipt at the office. Process collections of ID smart cards to clients.

ENQUIRIES

: Eastern Cape: Mr S Mapukata Tel No: (043) 604 6418
Free State: Mr C Mgwadleka Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Tshezi Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
Northern Cape: Ms S Botha Tel No: (053) 807 6700
North West: Ms M Seleke Tel No: (018) 397 9904
Western Cape: Mr M Pienaar Tel (021) 488 1409

APPLICATIONS

: Quoting the relevant reference number, direct your application to: The Department of Home Affairs Office as follows:
Eastern Cape: Postal Address: Private Bag 7413, King Williams Town, 5600. Physical address: 11 Hargreaves Avenue, King William's Town, 5600
Free State: Postal Address: Postal address: P.O Box 12262 Brandhof 9324. Physical Address: 40 Victoria Street Willows Bloemfontein, 9301.
Gauteng: Postal Address: Private Bag X108, Braamfontein, 2017. Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.
KwaZulu-Natal: Postal Address: Private Bag X 09, Pietermaritzburg 3209. Physical address: 181 Church Street, Pietermaritzburg 3209
Limpopo: Postal Address: Private Bag X 9517, Polokwane, 0700. Physical Address: 89 Biccard Street, Polokwane, 0699.
Mpumalanga: Postal Address: Private Bag X11264, Nelspruit, 1200. Physical Address: 29 Bester Street, Nelspruit, 1200.
Northern Cape: Postal Address: Private Bag X 6073, Kimberley 8300. Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.
North West: Postal Address: Private Bag X119, Mmabatho, 2735, Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.
Western Cape: Postal Address: Private Bag X9103, Cape Town, 8000. Physical Address: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000.

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

- : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Eastern Cape/Bisho/Makhanda/ Gqeberha/ East London Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London
- Gauteng Provincial Service Centre, Johannesburg/Pretoria/Land Claims:** Randburg: 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.
- Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatje Drive, Room B107, Kimberley.
- Polokwane/ Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- KwaZulu Natal, Durban:** Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, 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

: 25 March 2024

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). 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. Each application form must be fully completed, duly signed and initialled 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 foreign qualification, it must be accompanied by an

evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. 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. The Department does not accept applications via fax or email. 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 appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of 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 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 09/04** : **DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION SECURITY OFFICER REF NO: 2024/12/OCJ**
- SALARY** : R811 560 – R952 485 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Applicants should be in possession of an appropriate Bachelor’s Degree (NQF 7)/ National Diploma in IT related or equivalent qualification in Information Security at NQF Level 6 (360 Credits) as recognized by SAQA. CISSP or CISM or CASP or SABSA Certificates or Equivalent Certification. Minimum of five (5) years’ experience in IT Systems Security and ICT Governance. IT Security Policy Development and administration. Working knowledge and experience on ISO 27001, other related information security standards and frameworks. Good understanding of IT threats and vulnerabilities. Good understanding of IT security system tools. Knowledge of Public Service Regulations. Knowledge of IT Governance including Information Security Governance. Project Management. Information Security architecture capabilities. Broad IT understanding. Understanding of Information Security Technologies. Understanding of Risk Management framework. Skills and Competencies: Listening Skills. Analytical thinking. Forward thinking in driving innovation solution. Passionate about technology security. Good report writing skills. Problem solving skills. Communication skills.
- DUTIES** : Drive and ensure implementation of the Public Service Information Security Policy. Ensure Departmental information security governance, practices, and procedures. Develop and maintain the Information Security Management Framework. Develop, Coordinate and Monitor the Information Security and Cybersecurity Programme; i.e. Ensure implementation, continuous monitoring and review the Information security management program. ICT Risk Management Programme. Conduct continuous vulnerability management. Develop ICT Security Policy and Procedures. Monitor implementation of Policy and Procedures. Implement effective information security awareness program. Plan and Implement IT Security skills programme for users and ICT personnel. Champion and educate the organization about the latest security strategies

and technologies. Ensure that information security is integrated to all stages of the systems development life cycle. Ensure physical security measures for all IT Assets. Monitor the IT infrastructure for security related events. Develop and maintain ICT continuity Plans. Coordinate the implementation and maintenance of Disaster Recovery Plans; i.e. DR testing etc. Schedule and manage all periodic security audits. Coordinate the action plans to address internal and external audit findings. Oversee the ICT project management office and provide leadership to the team. Coordinate technical controls defined within the Information Security Management Framework or program. Develop weekly, monthly and quarterly plans and reports for the Information Security environment.

ENQUIRIES : Technical Enquiries: Mr. T Mohono Tel No: (010) 493 8754, HR Related Enquiries: Ms. S Tshidino Tel No: (010) 493 8771

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

POST 09/05 : **LAW RESEACHER REF NO: 2024/13/OCJ**

SALARY : R424 104 – R508 692 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Middelburg High Court

REQUIREMENTS : Applicants should be in possession of an appropriate Bachelor’s Degree (NQF 8) in LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of two (2) years’ legal experience obtained after qualification, A minimum of three (3) years’ legal research experience and completed articles will be an advantage, Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat) Skills and Competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problems analysis, solving and planning skills. Computer literacy (MS Word). Project management, including planning and organizing ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Creative and analytical skills.

DUTIES : Perform all legal duties for the Judges to enable them to prepare judgements. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyze it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the Judge’s attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes on in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes to that the Judge can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic format on legal issues as requested by a Judge. Read all the relevant material and analyze it thoroughly. Prepare PowerPoint presentations. Perform quasi – judicial functions. Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court – related work requested to improve the efficiency of the court.

ENQUIRIES : Technical Enquiries: Ms Y Seswene Tel No: (013) 792 2211, HR related Enquiries: Mr S Zwane / Mr MV Maeko Tel No: (013) 758 0000

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

POST 09/06 : **STATISTICAL OFFICER REF NO: 2024/14/OCJ**

SALARY : R359 517 – R420 402 per annum (Level 08). (The successful candidate will be required to sign a performance agreement)

CENTRE : Eastern Cape Division of the High Court (Bhisho)

REQUIREMENTS : Applicants should be in possession of an appropriate Bachelor’s Degree (NQF 7)/ National Diploma (NQF 6) in Statistics or equivalent qualification; 2-3 years’ experience in statistical/data collection environment; a valid driver’s licence. Skills and Competencies: Knowledge of relevant policies and strategies; Statistical analysis and reporting; Analytical skills; Communication skills; Problem solving and motivational skills; Presentation/facilitation skills; Computer literacy (MS Office); Sound interpersonal skills; Ability to maintain

		professionalism at all times; Attention to detail and ability to work under pressure; Self-motivated; Patience and self-control.
<u>DUTIES</u>	:	Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr S. Gani Tel No: (046) 603 5009, HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 09/07</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2024/19/OCJ</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape Division of the High Court: Gqeberha
	:	Applicants should be in possession of Grade twelve (12) and ten (10) years' practical experience in court interpreting or appropriate National Diploma (NQF 6) in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) and a minimum of three (3) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiXhosa). Candidates will be required to undergo oral and written language proficiency testing. A valid driver's licence will be an added advantage. Excellent communication skills (written and verbal), Computer literacy (MS Office), Good interpersonal skills, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer service.
<u>DUTIES</u>	:	Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms P Nyhiba Tel No: (041) 502 6626, HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 09/08</u>	:	<u>JUDGE'S SECRETARY REF NO: 2024/20/OCJ</u> (Re-advertisement, candidates who previously applied must re-apply)
<u>SALARY</u>	:	R294 321 - R343 815 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Limpopo Division of the High Court: Polokwane
	:	Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<u>DUTIES</u>	:	Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and

the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court 80 hearings, while on urgent duty for court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment has been entered on the case file, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle and logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain confidentiality in respect of the operations of both the judge's private and official schedule.

ENQUIRIES : HR Enquiries: Ms. N.P Phadziri/ Ms. E.M Ramaphakela Tel No: (015) 495 1743/1744, Technical enquiries: Ms. M.M.G Phaswane Tel No: (015) 495 1812

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

POST 09/09 : **JUDGES SECRETARY REF NO: 2024/21/OCJ**

SALARY : R294 321 - R343 815 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Land Claims Court, Durban

REQUIREMENTS : Matric certificate with one (1) to three (3) years secretarial experience or as an office assistant in a legal environment. A valid Driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/Bcom Law degree will serve as an advantage and results must accompany the application. Shortlisted Candidate will be required to pass a typing test.

DUTIES : Type (or format) draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial / administrative duties to the Judge, Manage and type correspondence, judgements and orders for the Judge (including data typing), arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangement. etc; perform digital recording of court proceedings urgent court after house and ensure integrity of such recordings, store, keep and file court records safety: after a case has been completed and opinion, decision or judgment entry released, returns case file to the Registrar; Accompany the Judge to the court and circuit courts; Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court; Management of Judge's vehicle, logbook and the driving thereof; compile data and prepares reports and documents for assigned judges as necessary, including expenses reports, continuing legal hours, financial disclosure statement, and case management; Arrange receptions for the Judge, and his visitors and attend to their needs; Management of Judge's Library and updating of loose leaf publications; Execute Legal research as directed by the Judge. Comply with departmental policies and prescripts and procedures or guidelines.

ENQUIRIES : Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238, HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Gauteng Provincial Service Centre, Johannesburg/Pretoria/Land Claims: Durban: 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

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

POST 09/10 : **JUDGES SECRETARY REF NO: 2024/22/OCJ**

SALARY : R294 321 - R343 815 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	: Western Cape Division of the High Court, Cape Town : Grade 12 with typing/ Secretarial Diploma. 1 – 3 years secretarial / Office assistant experience. Short listed candidates will be required to pass a competency/typing test. A valid driver's license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BComm and a Paralegal Qualification will serve as an added advantage. Skills and Competencies: Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure; Attention to detail; Customer care service skills; Excellent typing skills; Confidentiality; Time management; Computer literacy (MS Office); Research capabilities.
<u>DUTIES</u>	: Typing; Arrange and diarize appointments. Meetings for official visits, make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files, documents and provide copies of documents to the Registrar. Perform digital recording of Court Proceedings on urgent court cases after hours and ensure integrity of such recordings. Store, keep and file Court records safely. Accompany the Judge to the Courts. Management of Judge's vehicle, logbook and when required, driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange receptions for the Judge and his or visitors and attend to their needs. Management of Judges library and updating of documentation. Execute legal Research as directed by the Judge and comply with prescripts, Departmental Policies, Procedures and guidelines Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the judiciary in connection with cases and case-related matters Exercise control over the management and safekeeping of case records and the record room Deal with the files in terms of the relevant codes and legislation.
<u>ENQUIRIES</u>	: Technical enquiries Ms V Noah/ Ms M Baker Tel No: (021) 469 4000, HR enquiries: Mr S Hlongwane Tel No: (021) 469 4029
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 09/11</u>	: <u>REGISTRAR REF NO: 2024/15/OCJ</u>
<u>SALARY</u>	: R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Northern Cape Division of the High Court: Kimberley : Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession. Superior court or litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written) Computer literacy Numerical Skills. Attention to detail Planning, organizing and control Problem solving and decision-making skills Customer service orientated Interpersonal Skills, Conflict management Strong work ethics Professionalism Ability to work under pressure and meeting of deadlines Results driven Honesty/Trustworthy Observance of confidentiality.
<u>DUTIES</u>	: Manage and execute quasi-judicial functions Co-ordination of Case Flow Management support process to the Judiciary and Prosecution Manage the issuing of all processes Initiating Court Proceedings Co-ordinate, interpreting services, appeals and reviews Process unopposed divorces and the facilitation of Pre-Trial conferences Quality checks on Criminal Record Book, Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators Supervision and management of staff Provide practical training and assistance to the Registrars' Clerks Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the Judiciary in connection with cases and case related matters Exercise control over the management and

		safekeeping of case records and the record room Deal with the files in terms of the relevant codes and Legislation.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms S Basson Tel No: (053) 492 3501 HR Related Enquiries: Ms L Wymers Tel No: (053) 492 3533
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 09/12</u>	:	<u>REGISTRAR REF NO: 2024/16/OCJ</u>
<u>SALARY</u>	:	R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of the High Court Pretoria Applicants should be in possession of an appropriate Bachelor’s Degree (NQF 8) in LLB Degree or four (4) year legal qualifications. A minimum of two (2) years’ legal experience obtained after qualification. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Superior Court or litigation experience will be an added advantage.
<u>DUTIES</u>	:	Co-ordinate of cash-flow management and support services to the judiciary and prosecution. Performance of quasi-judicial functions in terms of the uniform rules of court. Manage the issuing of all processes initiating court proceedings. Co-ordination of appeals and reviews. Facilitation of pre-trial conference, processing of applications for hearing dates and trial dates in line with case-flow management standards. Quality checks on criminal record books. Authenticate signatures of legal practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrar Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute request from the judiciary in connection with cases and cases related matters. Exercise control over the management and safekeeping of case record and record room. Deal with the files in terms of the relevant codes and legislation. Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organising and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Shandu Tel No: 012 315 7564, HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 09/13</u>	:	<u>REGISTRAR REF NO: 2024/17/OCJ</u>
<u>SALARY</u>	:	R293 847 – R1 005 801 per annum (MR3-MR5), Salary to be determined in accordance with experience as per OSD salary determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	North West Division of the High Court Applicants should be in possession of an appropriate Bachelor’s Degree (NQF 8) in LLB Degree or a four (4) years Legal qualification. A minimum of two (2) years legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. A valid code B driver’s license. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). 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; Strong work ethics;

- DUTIES** : Professionalism; Ability to work under pressure and meeting of deadlines; Results driven; Honesty/ Trustworthy; Observance of confidentiality.
- Co-ordination of Case flow management and support to the Judiciary; Attend to and execute requests from the Judiciary in connection with cases referred to case management and case management related matters; Manage the capturing, tracking and monitoring of cases referred to case management to ensure compliance with the Uniform Rules of Court and practice directives; Assist the Judge President/ designated case management Judge with the facilitation of Pre-Trial conferences (drawing of the roll); maintaining of statistics on the case management tool; Supervision and management of staff; Provide practical training and assistance to the registrar's Clerk; exercise control over the management of appeals and reviews; Deal with the files in terms of the relevant codes and Legislation. Attend to Taxations.
- ENQUIRIES** : HR / Technical Enquiries: Mr O Sebatso Tel No: (018) 397 7064
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 09/14** : **REGISTRAR REF NO: 2024/18/OCJ**
- SALARY** : R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with Occupation Specific Dispensation determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu-Natal Division of the High Court: Local Division Durban
- REQUIREMENTS** : Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or a four (4) years Legal qualification, a minimum of 2-years legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written, Computer literacy, Numerical skills, Attention to detail, Planning, Organizing and Control, Problem solving and decision making skills, Customer service orientated, Interpersonal skills, Conflict management, Strong work ethics, Professionalism, Ability to work under pressure and meeting of deadlines.
- DUTIES** : Co-ordination of Case Flow Management support services to the Judiciary and Prosecution, Manage the issuing of all processes initiating Court proceedings, Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes, Attending to all quasi-judicial functions namely, default judgment and taxations, Maintaining of criminal and civil record books, Authentication of documents for international use, Supervision and management of staff, Provide practical training and assistance to the Registrars' Clerks, Ensure annotation of relevant publications, codes, acts and rules, Attend to and execute requests from the Judiciary in connection with cases and case related matters, Exercise control over the management, Safekeeping of case records and the record room, Deal with the files in terms of the relevant codes and Legislation.
- ENQUIRIES** : Technical Enquiries: Mrs K Marais at 087 106 1780, HR Enquiries: Ms SZ Mvuyana Tel No: (031) 4931721
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE : 28 March 2024 at 16H00

NOTE : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that 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. The communication from HR of the department regarding requirements of 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. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

ERRATUM: Kindly note that the post of Engineering Technologist Production (Grade C) with Ref No: 2024/26, Johannesburg Regional Office, advertised in Public Service Vacancy Circular 06 dated 16 February 2024 with the closing date 01 March 2024 is withdrawn.

OTHER POSTS

POST 09/15 : **CHIEF ENGINEER: CIVIL (GRADE A) REF NO: 2024/38 (X2 POSTS)**

SALARY : R1 146 540 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

<u>CENTRE REQUIREMENTS</u>	: Head Office (Pretoria) : At least a BSc or BEng in Civil Engineering or relevant qualification (Postgraduate qualification will be an added advantage). Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. Six years post qualification experience required as a registered professional Engineer. Extensive experience in various fields of civil engineering which include but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract.) Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.
<u>DUTIES</u>	: Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<u>ENQUIRIES APPLICATIONS</u>	: Mr M Ramushu Tel No: (012) 406 2109 : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	: Ms NP Mudau
<u>POST 09/16</u>	: <u>ENGINEERING TECHNOLOGIST PRODUCTION GRADE A REF NO: 2024/39</u> (Re-advertisement: Applicants who previously applied are encouraged to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	: R410 388 per annum, (OSD salary package) : Johannesburg (Regional Office) : A Bachelor of Technology in Engineering (B Tech) or relevant qualification, Three years post Qualification Engineering Technologist experience, required Valid Driver's License, Compulsory registration with ECSA as Engineering Technologist. Project Management, Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing, Networking, Professional judgment, Problem solving and analysis, Decision Making, Team leadership, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer Skills, Planning and Organizing, People Management.
<u>DUTIES</u>	: Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities, Promote safety standards in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies; and identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports, Provide inputs to the operational

plan. Develop, implement and maintain databases. Research and development: keep up with new technologies and procedures, Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES
APPLICATIONS

: Mr. KJ Mahloko Tel No: (011) 713 6051
: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION

: Mr M Mudau

DEPARTMENT OF TRANSPORT

Driving Licence Card Account is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the entity in achieving its Employment Equity targets at these specific levels in terms of the Entity's Employment Equity Plan, therefore Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : All applications from suitably qualified individuals together with detailed Curriculum Vitae, completed and signed new Z83 form, (All other documents will be submitted by shortlisted candidates only) should be forwarded to DLCA HR, Driving Licence Card Account, Private Bag X25223, Monument Park, Pretoria, 0105 or hand delivered to 459B Tsitsa Street, Erasmuskloof, Pretoria, 0048 or Emailed to Applications@dlca.gov.za.
- CLOSING DATE** : 25 March 2024

**INTERNSHIP PROGRAMMES AT THE DRIVING LICENCE CARD ACCOUNT (DLCA) FOR (24 MONTHS)
2024/2026**

OTHER POSTS

- POST 09/17** : **FINANCE INTERN REF NO: DLCA/HRM/2024/01 (X2 POSTS)**
Branch: Driving Licence Card Account
Chief Directorate: Finance
- STIPEND** : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : National Diploma / Degree in Credit / Debt Management / Financial / Accounting Management.
- ENQUIRIES** : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Finance Intern"
- POST 09/18** : **SUPPLY CHAIN INTERN REF NO: DLCA/HRM/2024/02 (X2 POSTS)**
Branch: Driving Licence Card Account
Chief Directorate: Finance
- STIPEND** : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : National Diploma/ Degree in Supply Chain / Purchasing/ Logistics Management.
- ENQUIRIES** : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Supply Chain Intern"
- POST 09/19** : **PRODUCTION INTERN REF NO: DLCA/HRM/2024/03 (X4 POSTS)**
Branch: Driving Licence Card Account
Chief Directorate: Production
- STIPEND** : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : National Diploma / Degree in Operations/ Production Management.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Production Intern"
- POST 09/20** : **HELP DESK REF NO: DLCA/HRM/2024/04 (X2 POSTS)**
Branch: Driving Licence Card Account
Chief Directorate: Service Delivery
- STIPEND** : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : Diploma in Customer Relations/ Public Administration.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Help Desk Intern"

POST 09/21 : **SERVICE DESK REF NO: DLCA/HRM/2024/05 (X2 POSTS)**
Branch: Driving Licence Card Account
Chief Directorate: Service Delivery

STIPEND : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : Diploma in Customer Relations / Public Administration.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Service Desk Intern"

POST 09/22 : **HUMAN RESOURCES MANAGEMENT REF NO: DLCA/HRM/2024/06 (X1 POST)**
Branch: Driving Licence Card Account
Chief Directorate: Human Resources Management

STIPEND : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : National Diploma / Degree in Human Resources Management.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Human Resources Intern"

POST 09/23 : **RISK AND COMPLIANCE REF NO: DLCA/HRM/2024/07 (X1 POST)**
Branch: Driving Licence Card Account
Chief Directorate: Risk and Governance

STIPEND : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : National Diploma/ Degree in Risk and Governance/ Internal Auditing/ Financial Accounting.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Risk and Compliance Intern"

POST 09/24 : **PLANNING, MONITORING AND EVALUATION REF NO: DLCA/HRM/2024/08 (X1 POST)**
Branch: Driving Licence Card Account
Chief Directorate: Risk and Governance

STIPEND : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : National Diploma / Degree in Strategic Management or any relevant qualification.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Planning, Monitoring and Evaluation Intern"

POST 09/25 : **INFORMATION TECHNOLOGY REF NO: DLCA/HRM/2024/09 (X3 POSTS)**
Branch: Driving Licence Card Account
Chief Directorate: Information Technology

STIPEND : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : Diploma in IT.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Information Technology Intern"

POST 09/26 : **ADMINISTRATION - OFFICE OF THE HEAD OF ENTITY INTERN REF NO: DLCA/HRM/2024/10 (X2 POSTS)**
Branch: Driving Licence Card Account (Office of the Head of the Entity)
Chief Directorate: Administration

STIPEND : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria

- REQUIREMENTS** : National Diploma / Bachelor of Degree in Public Administration / Political Science.
- ENQUIRIES** : Michel Konopi Tel No: (012) 347 2522
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Office of the Head of the Entity Intern"

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 25 March 2024

NOTE : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge and experience). All required information on the Z83 application form must be provided. 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 of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a 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 or emailed 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.

OTHER POSTS

POST 09/27 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A (X2 POSTS)**
Branch: Infrastructure Management: Northern Operations WR Infrastructure Operations & Maintenance

SALARY CENTRE : R831 309 per annum, (all-inclusive OSD salary package)
Hartbeespoort Ref No 250324/01(A) (X1 Post)
Groblersdal Ref No 250324/01(B) (X1 Post)

REQUIREMENTS : A Bachelor of Technology in Engineering (B-Tech) or relevant Engineering qualification. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with the Engineering Council of South African (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge of Operations and Maintenance management (O&M), project management, contracts management and procurement processes (SCM). Knowledge of legal compliance and technical report writing. Good communication skills both verbal and written, conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing.

DUTIES : Manage an Area Office with technical support from a team of Engineers, Technologist, Technicians, Artisans and Associates in the field. Ensure the promotion of safety in line with statutory and regulatory requirements. Lead work streams that involve evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize. Make recommendations for approval by the relevant authority. Manage

administrative, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Participate in cluster-performance enabling committees such as OHS Committee, Disposal committee, BID committees, security forums, MANCO and as per operations need. Attend to risk and disaster management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively across the area office footprint, cluster office footprint and nationally for Chief Directorate's business calls. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise.

ENQUIRIES : Mr TG Monaisa Tel No: (012) 200 9000 (Hartbeespoort)
APPLICATIONS : Hartbeespoort / Groblersdal: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X352, Hartbeespoort, 0216 or hand deliver to the Dept of Water and Sanitation, Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216.
FOR ATTENTION : HR Section

POST 09/28 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: 250324/02**
 Branch: Infrastructure Management: Northern Operations Environment Engineering

SALARY : R310 767 – R531 117 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Hartbeespoort
REQUIREMENTS : A National Diploma in Environmental Management or Natural Sciences. (2) two years working experience, including internship or experiential learning will be an added advantage. The disclosure of a valid unexpired driver's license. Sound knowledge of the National Water Act (No.36 of 1998) and the National Environmental Management Act (No.107 of 1998). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water and environmental sector: relevant legislation together with the related policies, regulations, principles, guidelines, tools and procedures, policy development, implementation and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.

DUTIES : Ensure the sound environmental management of water resources within the Mpumalanga, Limpopo and North West. Assist with the development and implementation of Resource Management Plans and Business Plans for all state dams in Mpumalanga, Limpopo and North West. Manage the access and use of state dams as per the relevant policies and legislation. Provide input to EIAs, where relevant. Provide input to and develop EMPs where required. Ensure that the Water Quality of Government Water Works is maintained. Ensure that activities which take place at Government Water Works are compliant with the relevant legislation and policies. Compile monthly reports.

ENQUIRIES : Ms T Sephoti Tel No: (012) 200 9011
APPLICATIONS : Hartbeespoort: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X352, Hartbeespoort, 0216 or hand deliver to the Dept of Water and Sanitation, Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216.

FOR ATTENTION : HR Section