



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 35 OF 2023

DATE ISSUED 29 SEPTEMBER 2023

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF PLANNING, MONITORING & EVALUATION:** Kindly note that the post of Outcome Assistant: Economy with Ref No: 42/2023 was advertised in Public Service Vacancy Circular 34 dated 22 September 2023. The advertisement has been withdrawn.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT	A	04 - 09
EMPLOYMENT AND LABOUR	B	10 - 13
FORESTRY, FISHERIES AND THE ENVIRONMENT	C	14 - 18
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM	D	19 - 21
HEALTH	E	22
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	23 - 24
NATIONAL TREASURY	G	25 - 31
OFFICE OF THE CHIEF JUSTICE	H	32 - 34
OFFICE OF THE PUBLIC SERVICE COMMISSION	I	35
TRANSPORT	J	36 - 39
WATER AND SANITATION	K	40 - 57
WOMEN, YOUTH AND PERSONS WITH DISABILITIES	L	58 - 59

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	M	60 - 61
GAUTENG	N	62 - 89
KWAZULU NATAL	O	90 - 146
NORTH WEST	P	147 - 163
WESTERN CAPE	Q	164 - 173

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	13 October 2023 at 16:00
<u>NOTE</u>	:	The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

<u>POST 35/01</u>	:	<u>ENGINEER (PRODUCTION) (GRADE A-C) REF NO: 3/2/1/2023/634</u> Directorate: Infrastructure Support This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R795 147 – R1 197 978 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	Gauteng (Silverton)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and Engineering Degree (B Eng / BSC Eng) or related qualification. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Minimum of 3 years post qualification engineering experience. Job related knowledge: Computer literacy, Public Finance Management Act, Planning and organising, Project management, Integrated Food Security Strategy, Public Policy Development and Formulation, should be competent in Microsoft computer packages, Demonstration of stakeholder management, Knowledge of Public Service and Departmental prescripts / policies. Knowledge of Food Security policy strategies and programmes. Job related skills: Planning skills. Initiative skills. Problem solving abilities. Interpretation of findings. Analytical

skills. Computer literacy. Report writing skills. High level of interpersonal skills. Negotiation, tact, diplomacy and facilitation ability. Project management skills. Strong communication skills (verbal and written). Strong advisory and facilitation skills, including the ability to work with national authorities to build VAA (Strategic Planning at the State Education Institutions) institutions and procedures, interpretation of relevant documents. A valid driver's licence. Willingness to work extended hours.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of Technicians, Technologists and Candidate Engineers to promote skills / knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering related matters.

ENQUIRIES : Mr K Motebejane Tel No: (012) 846 8501 / 072 056 1924
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

NOTE : African, Coloured and Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 35/02 : **PROJECT COORDINATOR: STARTEGIC LANDACQUISITION REF NO: 3/2/1/2023/638 (X2 POSTS)**
 Directorate: District Office

SALARY : R527 298 per annum (Level 10)
CENTRE : Free State (Motho / Xhariep District)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management. Minimum of 3 years relevant experience is required. Job related knowledge: Land Reform: Provision of Assistance Act 126 of 1993 as amended. Labour Tenants Act, 3 of 1996. Restitution of Land Rights Act 22 of 1994. Extension Security of Tenure Act, 62 of 1997 as amended. State Land Lease and Disposal policy. Beneficiary Selection and Land Allocation Policy. Knowledge of post settlement support programmes. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Land Reform Prescripts and other relevant departmental prescripts. Job related skills: Communication skills (verbal and written). Strategic management skills. Negotiation skills. Computer literacy. Stakeholder relationship. Facilitation / coordination skills. Presentation skills. Financial management skills. Project management skills. Interpersonal relations skills. A valid driver's license. Willingness to travel.

DUTIES : Coordinate and implement the acquisition of strategically located land aligned to the National imperatives. Identify strategically located land suitable for acquisition by the State in consultation with relevant stakeholders. Develop project register of land for acquisition by the State. Coordinate mapping and overlaying of the identified land with key commodities and National imperatives. Coordinate the assessment and valuation of identified properties. Update of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Coordinate the selection of suitable candidates and allocation of land. Compile the database of all land allocation applications

received. Render support in the beneficiary selection and land allocation processes in the district. Prepare documents for selection committee's consideration of land allocation application. Link selected beneficiaries to relevant training unit. Facilitate the handover of allocated land to the beneficiary. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Coordinate land acquisition and land allocation services within the district. Implements land acquisition and allocation project cycle. Implement land acquisition procedures within relevant policy and programme guidelines. Coordinate the liaison with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Maintain the land application system / database. Develop credible land application system / database, Compile management information report to relevant approval structures and departmental management.

**ENQUIRIES
APPLICATIONS**

: Mr. E Mosia Tel No: (051) 400 4200
 : can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

NOTE

: African, Coloured, Indian, White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 35/03

: **CONTROL SCIENTIFIC TECHNICIAN REF NO: 3/2/1/2023/632**
 Directorate: Plant Production

SALARY

: R499 275 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE
REQUIREMENTS**

: Gauteng (Roodeplaat)
 : Applicant must be in possession of Grade 12 Certificate and a National Diploma in Science or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. Minimum of 6 years post qualification technical (scientific) experience. Job related knowledge: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Technical report writing, Creating high performance culture. Professional judgement. Data analysis. Policy development and analysis. Scientific presentation. Recognized level of expertise. Job related skills: Strategic capacity and leadership skills. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills (verbal and written). Computer literacy. Planning and organizing skills. Change management skills. Networking skills. Conflict management skills. People management skills. Problem solving and analysis skills. Willingness to work long hours and to travel extensively. Overtime work will be required. Field work. A valid driver's license.

DUTIES

: Oversee the development and implementation of the seed analysis methodology (International Seed Testing Association - ISTA), systems and processes (Quality Assurance System - QAS) and related procedures that are applicable to seed testing. Perform final review and approve (if required) scientific technical projects that takes place at the Official Seed Testing Laboratory (OSTL). Perform the technical scientific functions for compliance with QAS of ISTA, i.e. Quality Manager. Set technical standards, specifications and service levels according to organizational objectives. Maintain that good laboratory practices and safety / health / wellness procedures for the seed testing facility takes place. Availability of material. Monitor and evaluate technical efficiencies in accordance with the published methodology of ISTA's International Rules for Seed Testing. Report non-conformances and incidents. Provide strategic leadership on technical scientific matters related to the activity of seed testing. Provide expert support and advice with regard to seed testing related issue to stakeholders. Manage the technical facility, i.e. OSTL by surveying the activities undertaken for management attention. Develop relationships, collaborations and participate at national, regional and international level. Play a lead role in the presentation and exchange of technical knowledge and information. Report non-conformances and incidents. Lead the coordination and development of databases, procedures and regulatory frameworks for seed testing purposes. Co-ordinate the development of technical methodology for acquiring and processing of seed testing data e.g. Seed Analysis System (SAS), Surveys and Registered Laboratory Database (RLDB). Manage the evaluation, monitoring and dissemination of seed testing

data through implementation of internal systems, i.e. registers, random checks and verification, signing of International Certificates, problem solving. Provide inputs related to seed testing for the regulatory framework for seed, i.e. Plant Improvement Act (Act 53 of 1976). Design, develop and customize appropriate technical procedures to generate information and knowledge in the format of a specialized reporting system. Formulate and evaluate proposals and compile reports. Report non-conformances and incidents. Basic technical research and development. Continuous professional development to keep up with new seed testing related technologies and procedures. Initiate, lead and co-ordinate basic research with regard to seed testing and provide technical support. Ensure knowledge generation and dissemination. Review technical publications, i.e. reports, information, documents, etc. Liaise with the relevant body, i.e. ISTA on technical / science seed testing related matters. Human capital development. Mentor, train and develop technicians and general technical assistants to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice in seed testing, i.e. internal and external. Manage the performance and development of staff by implementation of a training program for currently serving officials and ensuring that the training program for newly appointed officials is implemented. Develop and ensure that an annual training program for the seed industry and other stakeholders is implemented. Supervise scientific work and processes. Manage the performance and development of staff. Discipline and control.

ENQUIRIES : Mr J Mahlabe Tel No: (012) 319 6072
APPLICATIONS : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
NOTE : Coloured, Indian and White Males, and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 35/04 : **SECRETARY REF NO: 3/2/1/2023/635**

SALARY : R202 233 per annum (Level 05)
CENTRE : Directorate: Strategic Institutional Partnerships: Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact, discretion and Good presentation skills.

DUTIES : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.

ENQUIRIES : Ms G Mosito Tel No: (012) 312 8268

- APPLICATIONS** : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 35/05** : **SECRETARY REF NO: 3/2/1/2023/637**
Directorate: Animal Production
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact, discretion and Good presentation skills.
- DUTIES** : Provide secretariat/receptionist support service to the Director. Receive telephonic calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identify venues, invite role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.
- ENQUIRIES APPLICATIONS** : Mr J Mamabolo Tel No: (012) 319 7597
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 35/06** : **REGISTRY CLERK REF NO: 3/2/1/2023/639**
Directorate: Human Resource Administration
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files.

Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing files according to record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on posts to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES
APPLICATIONS

: Ms L Maphutha Tel No: (012) 312 9425
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

NOTE

: African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling 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.

- CLOSING DATE** : 13 October 2023 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. 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 the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)
- ERRATUM:** Kindly note the advertised post of Assistant Director: Employers Compliance with Ref No: HR 5/1/2/3/45 for Compensation Fund, Pretoria advertised on Public Service Vacancy Circular 33 dated 15 September 2023 with a closing date 02 October 2023. The post will be re-advertised and applicants who previously applied must re-apply. Sorry for inconvenience: Enquiries: Mr SV Radzuma Tel No: (012) 406 5723 and the following advertised posts of Senior Administration Officer: Risk Management with Ref No: HR4/4/5/53 advertised on Public Service Vacancy Circular 33 dated 15 September 2023 with a closing date of 02 October 2023 and the post of Assistant Director: Fraud Investigation & Anti-corruption with Ref No: HR4/4/5/57 advertised on Public Service Vacancy Circular 30 dated 25 August 2023 with a closing date of 08 September 2023 for Provincial Office: KwaZulu-Natal have been withdrawn: Sorry for inconvenience: Enquiries Mr M Mangcotywa Tel No: (031) 366 2186

OTHER POSTS

- POST 35/07** : **PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/6/165**
- SALARY** : R527 298 per annum
- CENTRE** : Labour Centre: Phalaborwa
- REQUIREMENTS** : Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Mechanical Engineering. Four (4) years functional experience in Health and Safety Inspections focusing on Mechanical Engineering. A valid driver's licence. Knowledge: Departmental policies and procedures, Batho

- Pele Principles, Public Services Act and Regulations, OHS Act and Regulations, OHS Standards, COIDA, OHS Management System. SKILLS: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovation, Analytical, Research, Project management.
- DUTIES** : Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Mr. Makgobola MI Tel No: (015) 290 1664
- FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
- POST 35/08** : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE: REF NO: HR 4/4/06/04**
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum
: Provincial Office: Braamfontein
: Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Analytical Chemistry/ Occupational Health/ Hygiene/ Chemical engineering. Four years' functional experience in Health and Hygiene inspection/ Services. Valid driver's Licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Research, Project Management.
- DUTIES** : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on the latest trends in Occupational Health and Safety within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Adv M Msiza Tel No: (012) 309 5207
- FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg 2001 or hand deliver at 77 De Korte Street, Braamfontein, Johannesburg.
- POST 35/09** : **OHS: INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR/4/4/6/166**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Labour Centre: Mokopane
: Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Occupational Hygiene/Environmental Health. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's licence. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating

reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical report on regional and allocated cases.

ENQUIRIES : Ms Maluleke Tel No: (015) 290 1768
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane.
FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 35/10 : **SENIOR COID EMPLOYER AUDITOR REF NO: HR4/4/4/04/02**

SALARY : R359 517 per annum
CENTRE : Provincial Office: Braamfontein
REQUIREMENTS : Three (3) Year tertiary qualifications in Financial Accounting, / BCOM Accounting/ Accounting/ LLB/ BCOM Law/ BCOM in Commerce. 1-2 Years' experience in Internal Auditing/ Compliance/ Financial Management. Knowledge: Batho Pele Principles, Departmental policies and procedures, Public Service Act and Regulations, OHS Act and Regulations, COIDA, Public Finance Management Act (PFMA). Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Communication (Verbal and written), Innovation and creative.

DUTIES : Conduct pro-active audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct Advocacy in relation to COIDA. Enforce compliance. Supervise the resources within the section.

ENQUIRIES : Adv M Msiza Tel No: (012) 309 5207
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 35/11 : **OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/59**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Dundee
REQUIREMENTS : Senior Certificate plus a three (3) year recognised qualification in relevant field, i.e. Electrical Engineering. Valid driver's License. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Computer literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical and Verbal and written communication.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Ms T. Khumalo Tel No: (034) 299 7000
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 445, Dundee 3000 or hand deliver at 63 Victoria Street, Dundee.
FOR ATTENTION : Sub-directorate: Human Resources Management, Dundee Labour Centre: KZN

POST 35/12 : **SENIOR PRACTITIONER: BENEFICIARY SERVICES REF NO: HR4/4/5/62**

SALARY : R359 517 per annum

CENTRE : Labour Centre: Durban

REQUIREMENTS : Three years tertiary qualification in Accounting / Finance. Two (2) years functional experience in accounts payable environment. Skills: Communication, Listening, Computer Literacy, Time Management, Numeracy, Interpersonal skills, Planning and Organizing.

DUTIES : Provide support in the accounts payable process, Render accounting and administrative support, conduct reconciliation of accounts, Implement the daily payment run, Supervise resources (Human, Finance, Equipment / Assets) in the section.

ENQUIRIES : Mr SA Mchunu Tel No: (031) 336 1500

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 63 Strand Street, Cape Town.
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 13 October 2023
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. The incumbents will execute duties at a Sub/Antarctic Base (Marion Island) and adhere to the health, safety, and environmental requirements. The successful applicants will spend a full year (April 2024 to May 2025) at Marion Island. There is no option to return to South Africa before May 2025. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

OTHER POSTS

- POST 35/13** : **COMMUNICATIONS ENGINEER/TECHNICIAN: MARION ISLAND REF NO: OC29/2023**
(Approximately Fifteen Months Contract)
- SALARY** : R811 560 per annum, (all-inclusive package)
- CENTRE** : Marion Island
- REQUIREMENTS** : A National Diploma or Degree in Electronic, Computer Science Engineering, IT or relevant comparable qualification, with a minimum of three years post trade / qualification experience. Competency in electronic maintenance, diagnostics, and repairs with proven fault-finding capabilities. Preferably have experience in V-Sat Satellite Systems, IT (managing a computer network with LINUX servers and routers), HF and VHF 2-way radio equipment and operation, Telephone systems (PABX's and VOIP), PC's, Fire Detection Systems, GPS's, general electronic equipment repair. The incumbent has to be competent in the use of an Oscilloscope, Spectrum Analyser, etc., and be

familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. The incumbent has to be able to work independently with minimal support under extreme pressure and without supervision. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for the operation, maintenance, fault-finding on and repairs of all the communication services and equipment of our Marion Base including the satellite, radio, IT, GPS, alarm, and telephone systems. Operate cargo handling equipment. The incumbent will report to the team leader and will be part of the technical team, led by the technical team leader that has to perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common “non-technical” duties performed by expedition members.

ENQUIRIES : Ms C Phamoli Tel No: (021) 405 9423

POST 35/14 : **ELECTRICAL ENGINEER/TECHNICIAN: MARION REF NO: OC30/2023**
(Approximately Fifteen Months Contract)

SALARY : R527 298 per annum, (plus 37% in lieu of service benefits)

CENTRE : Marion Island

REQUIREMENTS : A National Diploma, Degree in Electrical Engineering, or relevant comparable qualification (trade test +wireman’s license), with a minimum of five years post trade / qualification experience. Having a wireman’s license, at least as 3-phase tester. Be competent in plant maintenance, power generation, diagnostics, and repairs with proven fault-finding capabilities. Preferably have hands-on experience in facility management. The incumbent has to be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. It would be an advantage if there is experience with maintenance management plans as well as all the services that would be found in facilities like hotels or hospitals. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for the operation, maintenance, fault-finding on and repairs of all the electrical equipment of Marion Base and associated buildings and field huts, including the power generators, forklift, air-conditioning-, refrigeration, water reticulation and wastewater systems. All electrical work will have to be done by this person. Operate cargo handling equipment. The incumbent will report to the team leader and will be part of the technical team, led by the technical team leader that has to perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common “non-technical” duties performed by expedition members.

ENQUIRIES : Mr W Boshoff Tel No: (021) 405 9418

POST 35/15 : **DIESEL MECHANIC: MARION ISLAND REF NO: OC31/2023**
(Approximately Fifteen Months Contract)

SALARY : R424 104 per annum, (plus 37% in lieu of service benefits)

CENTRE : Marion Island

REQUIREMENTS : A National NTC 3 certificate or relevant comparable qualification, with a minimum of three years post trade experience. Competency in diesel engine and generator maintenance, diagnostics, repairs and fault-finding, with knowledge of engine management systems, experience in operating electronic diagnostic tools as well as the ability to interpret results. The candidate has to be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. It would be an advantage if there is experience on refrigeration. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for maintenance and operation of the power generators and related equipment. Maintenance and repairs of air-conditioning, refrigeration-, water reticulation- and wastewater systems. Replacement and repair of mechanical pumps and valves as well as pipe fitting. Maintenance and all repairs of forklift, telescopic cranes, portable generators, and transfer pumps. Operate forklift and cargo handling equipment. Maintenance of field huts and field equipment. The incumbent will

report to the team leader and will be part of the technical team, led by the technical team leader that has to perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common "non-technical" duties performed by expedition members.

ENQUIRIES : Mr W Boshoff Tel No: (021) 405 9418

POST 35/16 : **MEDICAL ORDERLY: MARION ISLAND REF NO: OC32/2023**
(Approximately Fifteen Months Contract)

SALARY : R424 104 per annum, (plus 37% in lieu of service benefits)
CENTRE : Marion Island
REQUIREMENTS : Certificate in Operational Emergency Care Practitioner (minimum level 7) or equivalent with extensive experience in Trauma casualties. Applicants must be registered with the SA Professions Council. Knowledge of Occupational Health and Safety Act, Patient Rights Charter, Public Service Regulation Act and Labour Relation Act. Knowledge of Acute Trauma Life Support and ACLS - Acute Cardiac Life Support. Must have leadership skills, decision making, problem solving, interpersonal skills and computer skills in basic programmes. The incumbent has to be able to work independently with minimal support under extreme pressure and without supervision. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for the Medical treatment of all team members during the expedition period. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common "non-technical" duties performed by expedition members.

ENQUIRIES : Ms C Phamoli Tel No: (021) 405 9423

POST 35/17 : **ENVIRONMENTAL OFFICER: MARION ISLAND REF NO: OC 33/2023**
(Approximately Fifteen Months Contract)

SALARY : R294 321 per annum, (plus 37% lieu in benefits)
CENTRE : Marion Island
REQUIREMENTS : An appropriate Bachelor's Degree in Natural Sciences or in Environmental Conservation or Management or an equivalent relevant qualification. A postgraduate degree (Natural Sciences or Conservation) will serve as an added advantage. Knowledge and understanding of relevant legislation. Experience in report writing, field work and plant identification. Experience in invasion ecology will be an added advantage. The incumbent has to be able to work independently with minimal support under extreme pressure and without supervision. The successful candidate must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : Submit monthly ECO reports, as well as an annual ECO report. Implementation of the provisions of the Prince Edward Island Management Plan (PEIMP) and associated legislation. Implementation of the Alien Species Eradication Plan. Monitor compliance to Environmental Authorisations/Records of Decision issued under the EIA Regulations for activities at the Prince Edward Islands (PEIs). Assist in the development of environmental Standard Operating Procedures (SOPs). Compiling of reports for management and advising the team on all environmental issues.

ENQUIRIES : Ms C Phamoli Tel No: (021) 405 9423

POST 35/18 : **SENIOR METEOROLOGICAL TECHNICIAN: MARION ISLAND REF NO: OC 28/2023**
(Approximately 15 Months Contract)

SALARY : R294 321 per annum, (plus 37% lieu in benefits). Permanent SAWS employees will have a different payment structure of benefits.
CENTRE : Marion Island
REQUIREMENTS : National Weather Certificate or BSc Degree (Honours) in Natural Sciences or Previous Island Experience. Knowledge and understanding of surface meteorological observations would be an advantage. Experience in administrative functions (report writing skills etc.) would be an advantage. Knowledge of maintenance and verification of equipment would be an advantage. Project management skills.

- DUTIES** : Candidates must be willing to work shifts (both day and night shifts) and on public holidays, in possible adverse weather conditions. Candidates must be punctual, dedicated, precise and able to work in a team, as well as on their own. Oversee and coordinate surface meteorological and atmospheric research project assigned by the Marine Section of SAWS. Exercise responsible shift management of the two assistant meteorological technicians. Perform surface meteorological observations, conduct upper-air balloon releases, and maintain and verify all equipment at the remote station of Marion Island. Conduct quality control of data, report writing and asset control. Assist other team members with logistical and administrative tasks associated with the general running of the base. Conduct all duties in accordance with the rules, regulations and standards as set out by the South African Weather Service.
- ENQUIRIES** : Mardené de Villiers (mardene.devilliers@weathersa.co.za). NB: Do not email CV's to enquiries.
- POST 35/19** : **ASSISTANT ENVIRONMENTAL OFFICER: MARION ISLAND REF NO: OC 34/2023**
(Approximately Fifteen Months Contract)
- SALARY** : R241 485 per annum, (plus 37% lieu in benefits)
CENTRE : Marion Island
REQUIREMENTS : An appropriate Diploma in Environmental Conservation or Natural Sciences or equivalent relevant qualification. Experience in field work. Knowledge and understanding of environmental legislation and experience in invasion ecology will serve as an added advantage. The incumbent has to timeously report to the team Environmental Conservation Officer (ECO) and should be able work under extreme pressure with minimal supervision. The successful candidate must be computer literate, have good verbal and written communication skills and the ability to work in a team.
- DUTIES** : Provide the annual team ECO with support in implementing the provisions of the Prince Edward Island Management Plan (PEIMP) and associated legislation. Assist the team ECO in Implementing the Alien Species Eradication Plan and in monitoring compliance to Environmental Authorisations/Records of Decision issued under the EIA Regulations for activities at the Prince Edward Islands (PEIs). Assist in the development of environmental Standard Operating Procedures (SOPs).
- ENQUIRIES** : Ms C Phamoli Tel No: (021) 405 9423
- POST 35/20** : **ASSISTANT METEOROLOGICAL TECHNICIAN MARION ISLAND REF NO: OC27/2023 (X2 POSTS)**
(Approximately 15 Months Contract)
- SALARY** : R241 485 per annum, (plus 37% lieu in benefits). Permanent SAWS employees will have a different payment structure of benefits.
CENTRE : Marion Island
REQUIREMENTS : National Weather Certificate or BSc Degree in Natural Sciences or Previous Island Experience. Knowledge and understanding of surface meteorological observations would be an advantage. Experience in administrative functions (report writing skills etc.) would be an advantage. Knowledge of maintenance and verification of equipment would be an advantage.
- DUTIES** : Candidates must be willing to work shifts (both day and night shifts) and on public holidays, in possible adverse weather conditions. Candidates must be punctual, dedicated, precise and able to work in a team, as well as on their own. Assist and actively participate in the running of the surface meteorological and atmospheric research project assigned by the Marine Section of SAWS. Perform surface meteorological observations, conduct upper-air balloon releases, and maintain and verify all equipment at the remote station of Marion Island. Conduct quality control of data and report writing if and when required by the Senior Meteorological Technician. Assist other team members with logistical and administrative tasks associated with the general running of the base. Conduct all duties in accordance with the rules, regulations and standards as set out by the South African Weather Service.
- ENQUIRIES** : Mardené de Villiers (mardene.devilliers@weathersa.co.za). NB: Do not email CV's to enquiries.

- POST 35/21** : **FIELD ASSISTANTS: SEABIRDS MARION ISLAND REF NO: OC26/2023 (X2 POSTS)**
(Approximately Fifteen Months Contract)
- SALARY** : R241 485 per annum, (plus 37% lieu in benefits)
- CENTRE** : Marion Island
- REQUIREMENTS** : A relevant BSc Degree in Natural and Biological science or equivalent qualification. A BSc (Hons) or higher degree will be advantageous as there may be scope to collect data towards a further degree (e.g. MSc). Experience in field surveys, research administration, data collection and management, bird's identification & handling, report writing and recording. Must have good attention to detail and be meticulous in data collection and demonstrate experience to conduct scientific monitoring relating to seabirds to a high standard. Must be self-motivated and able to work at a remote place away from family and friends with minimal supervision.
- DUTIES** : Undertake biological research, fieldwork and monitoring according to a workplan as devised by the project managers. Make day-to-day decisions about work priorities and fieldwork protocols. Maintain accurate records of the work and computer databases of the work. Regularly report to and update the project manager on progress of the project. The applicants must have determination, physical fitness, and the ability to work under harsh environmental conditions subject to extremes of weather; a desire to work with animals, including handling of seabird adults and chicks, which require empathy for the birds. Successful applicants will spend a full year (April 2024 to May 2025) at Marion Island. Note that there is no option to return before the end of the expedition, once you land at the island. The well-equipped new base station has full e-mail, fax and satellite telephone facilities.
- ENQUIRIES** : Leshia Visagie at 082 447 9302, Makhudu Masotla at 079 220 8888, Azwianewi Makhado at 082 377 3088)

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 13 October 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. 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 successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.
- ERRATUM:** Kindly note that the post of Deputy Director: Internal Audit with Ref No: 3/1/5/1-23/43 and Assistant Director: Provincial and Local Liaison with Ref No: 3/1/5/1-23/43 advertised on Public Service Vacancy Circular 30 dated 25 August 2023 has been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

- POST 35/22** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 3/1/5/1-23/44**
Chief Directorate: Internal Audit
- SALARY** : R811 560 per annum, (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year National Diploma/Bachelor's degree in Internal Audit/Accounting, majoring in Accounting and Auditing/Internal Auditing. Post-

graduate qualification will be an added advantage. Minimum 4 years of auditing experience of which two years must be at a salary level 9/10 (junior management/supervisory level). Knowledge and understanding of legislative and regulatory framework in the Public Service. Public Finance Management Act, Public Service Act and related regulations, as well as the Accounting and Auditing Standards applicable to the Public Sector. Skills: Excellent communication skills (verbal, presentation and report writing). Knowledge of project planning and management. Problem solving and analysis. Facilitation and coordination skills. Honest and integrity. Teamwork, interpersonal relations and flexibility.

DUTIES : Develop an annual operational plan for financial, and compliance audits in line with the PFMA and Public Service Act. Determination of audits engagements resources and ensure effective and efficient resources allocation. Supervise, support and review audit engagements and assess audit results against audit engagements objectives and scope. Perform high level audits and other audit engagements as and when necessary from time to time. Evaluate audit conclusions and recommendations, compile draft and final audit reports. Perform follow-ups on management action plans. Compile progress reports and where applicable, attend the management meetings, the monthly Internal Audit and Risk Committee, the quarterly Audit Committee to present the audit reports and follow-up progress reports as required.

ENQUIRIES : Mr D Modiba Tel No: (012) 473 0054

NOTE : Those who previously applied are encouraged to re-apply. The organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race and Gender.

POST 35/23 : **ASSISTANT DIRECTOR: CONTENT, DIGITAL COMMUNICATION AND KNOWLEDGE MANAGEMENT REF NO: 3/1/5/1-23/45**

Directorate: Western Cape Provincial Office

Those who previously applied are encouraged to re-apply.

SALARY : R424 104 per annum (Level 09)

CENTRE : Western Cape Provincial Office: Cape Town

REQUIREMENTS : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including digital communication/marketing, content development, media liaison, stakeholder relations, research and development communication. The successful candidate should have knowledge of the Western Cape Province. Knowledge of administration and finances is required. Be innovative and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Computer literate with good interpersonal and presentation skills. A valid code 8 driver's license is an essential requirement, as the work entails extensive travelling. Ability to work under pressure.

DUTIES : The successful candidate will provide support in overseeing the work of the Provincial Office. Serve as the Sub-project Desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating implementation of projects and the monitoring & evaluation of work done by GCIS District/Metro-based officials. Oversee the functioning of information resource centres (IRC) in the Provincial and District offices. Oversee the distribution and dissemination of government information in the province. Responsible for the revision and development of a Provincial distribution strategy for government information products. Quality assures the corporate and branding identity of government information products. Responsible for the development and maintenance of high-level stakeholder relations in the province. Support the coordination and implementation of rapid response requirements in the province. Oversee, generate and localise content for usage through digital and on-line platforms. Support to government public participation initiatives such as Imbizo including feedback and follow up on the required communication interventions as recommended. The ASD will be responsible for the monitoring and evaluation of the work of the GCIS Western

ENQUIRIES
NOTE

- Cape Office including evidence verification, document management, desktop research duties and impact assessments.
- : Ms Geraldine Thopps Tel No: (021) 4180533 /2066
- : The organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race and Gender.

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

- APPLICATIONS** : 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.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 16 October 2023
- NOTE** : 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 DPSSA 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.

OTHER POST

- POST 35/24** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: NDOH 54/2023**
Branch: Primary Health Care
- SALARY** : R 811 560 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF 6) in Office Administration/ Office Management/Business Management/ Administration/ Public Management/ Administration. Bachelor's Degree in the above will be an advantage. At least three (3) years' experience in the field of office administration/office management at the level of Assistant Director with supervisory experience or equivalent level. Knowledge of and experience in general administration. Knowledge of and experience in financial management, supply chain management and human resource management. Good understanding of the Public Service Regulatory Framework. Good communication (verbal and written), interpersonal, liaison, presentation, organizing, planning and computer skills (MS Office Packages). The ability to function independently as well as a team member. Able to co-ordinate with other units of the Departments.
- DUTIES** : Administer the finances of the Branch. Co-ordinate procurement activities and assist with MTEF submissions. Manage the flow of documents within the Branch. Ensure efficient flow of information between the Branch and the entire department. Management of human and physical resources. Ensure proper control leave records, assets register, procurement of assets/equipment etc. Provide secretariate support to the Branch. Ensure proper co-ordination of the Branch meetings and take minutes of the NSPSC meeting (on rotational basis). Provide administrative support to the Branch. Manage the file system of the Branch and provisioning administration duties.
- ENQUIRIES** : Ms JR Hunter Tel No: (012) 395 9652

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	16 October 2023
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD 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. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

<u>POST 35/25</u>	:	<u>SOLICITOR – GENERAL REF NO: 23/111/DG</u>
<u>SALARY</u>	:	R1 663 581 – R1 871 454 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An appropriate undergraduate legal qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA; A minimum of 8 years' experience at Senior Managerial level; 5 years must be as a member of the SMS in the Public Service, State Entity or Constitutional Entity; Knowledge of Public Administration and Management, Budget and Public Management; Knowledge and understanding of litigation matters and legal services, management excellence of the legal profession environment and services, Organizational, Departmental and Government vision and give plans to give effect thereto; Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions (DFI), Public Finance Management Act (PFMA) and related processes and prescripts. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Oversee, coordinate and manage all litigation in which the State is involved; Manage the development and implementation of policy relating to the functions of the State Attorney Offices and provision of efficient legal service; Represent the State Department at National, Regional and Local Government on litigation matters; Coordinate and manage litigation operations support services for the Office of the Solicitor-General (OSG); Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Maluleke Tel No: (012) 315 1090 Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First

Floor Reception, East Tower, Momentum Building, 329 Pretorius Street,
Pretoria.

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



CLOSING DATE : 13 October 2023 at 12:00 am (Midnight)

NOTE : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON

POST 35/26 : **DIRECTOR: SYSTEMS AND OPERATIONAL MANAGEMENT REF NO: S111/2023**
 Division: Intergovernmental Relations (IGR)
 Purpose: To manage grant finances, business processes and systems and provide general management support to the Neighbourhood Development Partnership Grant (NDPG) and the Programme and Project Preparation Support Grant (PPPSG).

SALARY : R1 162 200 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to an NQF 7) in any of the following disciplines: Accounting or Commerce or Business Administration. A minimum 5 years' experience at a middle management level (Deputy Director) obtained in a financial or grant administration management environment. Experience and knowledge of grant fund management. Knowledge and experience of the broader Public Service Policy Framework pertaining to finance and human resource related practices. Knowledge and experience of municipal service delivery challenges and legislation (including knowledge about the Public Finance Management Act, the Municipal Finance Management Act and other related Treasury instruments). Knowledge of the workings of government departments and related institutions. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on

DUTIES

<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

: Some key outputs include: Operational Obligations: Develop operational targets and engage on operations in compliance with resolutions and resolving of stakeholder concerns. Influence stakeholders in the achievement of strategic and mainstream objectives. Manage the development of systems, business processes and standard operating policies to support the delivery of operational requirements. Identify and define key performance measures and implement monitoring and evaluation systems to monitor progress and identify gaps for improvement. Grant Management and Compliance: Develop budgetary requirements pertaining to NDPP and CSP. Manage the grants and their compliant utilisation and allocation within the NDPG and PPPSG. Monitor and report on the grants allocation and provide feedback on disbursement with prescribed requirements. Manage the compilation of financial statements and audit processes. Identify risks and implement risk mitigation strategies for the NDPG and PPPSG grants. Manage financial procedures in compliance with legislator or procedural requirements pertaining to PFMA and tax legislation. Financial Management: Manage all financial procedures in compliance with legislative and procedural requirements. Manage financial processes and engage clients pertaining to expenditure regarding operational allocations. Develop an operational budget plan in line with organisational requirements. Manage the operational budget and its compliant utilisation and allocation and identify the risks and implement risk mitigation strategies regarding financial management. Operations Strategy: Contribute to the development of the NDPP and CSP strategy, operational approach, and budget. Engage clients and stakeholders on the strategy. Develop and implement an operational business plan aligned to allocated operational resources in delivering of the strategy. Provide NDPP with financial input, context and recommendations that will support the development of the Operations business plans and organisational strategy in line with political, economic, social, technological, environmental, and legislative influences. Resolve challenges hindering or threatening the successful achievement of the operations and NDP Unit strategy.

ENQUIRIES APPLICATIONS

: Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit:
: <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 35/27

: **DIRECTOR: FORECASTING REF NO: S113/2023**
Division: Economic Policy (EP)
Purpose: To produce forecasts and related scenarios of the status of the South African economy over the MTEF period. To develop and maintain the tools required to produce the macroeconomic growth outlook including the National Treasury's Quarterly Projections Model (QMOD). To manage and conduct policy analysis and advice for stakeholders.

SALARY CENTRE REQUIREMENTS

: R1 162 200 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to an NQF 7) in any of the following disciplines: in Economics or Mathematical Economics or Econometrics. A minimum 5 years' experience at a middle management level (Deputy Director) obtained in macro-econometric modelling design and development environment. Knowledge and experience in interpreting, analysing and disseminating of economic results. Knowledge and experience in formulating policies, and programming models; and Knowledge and experience of the E-VIEWS software programme application. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Some key outputs include: Quarterly Forecasts over the MTEF: Support the budget process. Produce or oversee the production of macroeconomic forecasts of the South African economy. Ensure that a forecasting explanatory briefing session is had with stakeholders on the core aspects of economic projection for a particular period. Oversee and conduct forecasts of economic growth and tax related models based on revenue expectations over a financial year. Model Maintenance and Development: Initiate, conduct and oversee the updating of the QMOD on the availability of projected data analysis and its

impact on the economy. Provide equations in the QMOD for data integrity and advancement of information usage. Propose changes to the QMOD to stay in touch with environmental changes and integrate said changes in the model. Develop a policy analysis model in alignment with the QMOD and provide data for utilisation and relevance to stakeholders. Develop new models to sustain the enhancement of data credibility. Policy Analysis and Development: Provide theoretically sound and well researched reports and memos that link model outcomes to specific policy questions. Develop presentations and engage stakeholders. Inform internal and external stakeholders on new developments in impacting on the economic modelling world and illustrate their usage. Project & Financial Management: Plan and execute research projects (2 or more people). Plan & drive directorate research agenda. Plan directorate training schedule. Ensure prudent management of team funds. Research and Stakeholder engagement: Identify research gaps. initiate and conduct/oversee the research on the latest forecasting tools and methodology with recognised national and international institutions. Engage prospective stakeholders on newly developed tools for implementation. Initiate benchmarking exercises with reputable institutions and alignment with market requirements relevant with regard latest innovations trends pertaining to benchmarking. Develop an accessible platform for stakeholders in the co-ordination and governance of complex value-added forecasting projects.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

OTHER POSTS

POST 35/28 : **SENIOR ECONOMIST: PRIMARY SECTOR REF NO: S106/2023**
 Division: Economic Policy (EP)
 Purpose: To monitor, evaluate and advise on economic developments in the primary sector, specifically pertaining (but not limited to) agriculture and mining. To provide analysis of the socio-economic impacts of related policy proposals in conjunction with stakeholders in government. To initiate research on key policy issues and represent National Treasury on external forums/committees.

SALARY : R958 824 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12, coupled with a minimum National Diploma (equivalent to NQF level 6), Bachelors' Degree (equivalent to NQF Level 7) in Economics or Econometrics. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in an economic policy development and analysis environment. Knowledge and experience of a sound understanding of applied microeconomics. Knowledge and experience of the different research engines, analysis and report writing skills, with the ability to interpret economic policy outcomes.

DUTIES : Some key outputs include: Analysis and Research: Research, analyse and compile reports on developments in the primary sector and identify the implications thereof for government policies and priorities e.g. growth, employment and investment. Initiate and produce in-depth analysis of the socio-economic impact of related policy proposals. Maintain databases of microeconomic and macro-economic indicators to assist in economic analysis. Policy Advice: Prepare speaking & briefing notes, memos and speeches based on policy-relevant issues in the primary sector. Provide inputs (i.e., economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders. Represent National Treasury at various stakeholder fora on request. Research: Initiate and conduct research the factors that influence growth, employment and investment in the primary sector. Initiate and conduct research into policy-relevant developments in the primary sector and (where appropriate) initiate benchmarking exercises with international institutional best practices and trends. Engage (internal & external) stakeholders on policies which affect key government priorities e.g., growth, employment and investment in the primary sectors. Budget and MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS: sector analysis, updates, tables, charts. Lead number checking and proof-reading processes. Project Management and support: Plan and execute research projects.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 35/29 : **DEPUTY DIRECTOR: STRATEGIC PROCUREMENT REF NO: S015/2023**
Division: Office of the Chief Procurement Officer (OCPO)
(Re-Advertisement)
Purpose: To provide strategic procurement support services to improve performance and efficiency of the State procurement system including value for money and leveraged benefits in all three spheres of government.

SALARY CENTRE REQUIREMENTS : R958 824 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Supply Chain Management or Logistics Management or Purchasing Management or Management or Commerce. A minimum 4 years' experience of which 2 years should be Assistant Director level or equivalent obtained in a supply chain management environment. Knowledge and experience in strategic procurement. Knowledge of the broader SCM legislative and regulatory environment. Knowledge and experience of policy analysis and development. Knowledge and experience of data gathering analysis and dissemination.

DUTIES : Some key outputs include: Strategy and Policy: Collaborate on and contribute to the design, development and maintenance of a strategic procurement framework Stakeholder Management: Engage with government stakeholders to facilitate and coordinate the development and implementation of strategic procurement strategies and plans (national, provincial and local spheres). Products and Services Management: Collaborate on the design and development of strategic procurement strategies for government department-specific products and services. Service Delivery: Assist with the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually as required).\ Conduct the research and contribute to the development and proposal of strategic procurement solutions for identified strategic procurement projects (client centric / commodity centric) Monitoring and Evaluation: Collaborate on and contribute to monitoring and evaluation systems for strategic procurement. Assist with the monitoring, prediction and mitigation of strategic procurement project risks and performance management. Development Knowledge and Information Management: Manage and perform research and benchmarking on strategic procurement good practices. Manage and perform commodity spend analysis, market and industry analysis, supplier analysis, specification and demand analysis, total cost of ownership and any other analysis as may be required. Manage the content of strategic procurement-related KIM platforms.

ENQUIRIES APPLICATIONS : Enquiries only Recruitment.Enquiries@treasury.gov.za
: To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 35/30 : **DEPUTY DIRECTOR: SCM GOVERNANCE, MONITORING AND COMPLIANCE (GMC) REF NO: S016/2023 (X3 POSTS)**
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: To develop, implement and monitoring legislative requirements pertaining to the SCM Governance, Monitoring and Compliance strategy and frameworks within the broader government spheres for enhancement and identification of oversight and discrepancies.

SALARY CENTRE REQUIREMENTS : R958 824 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of following disciplines: Commerce or Supply Chain Management or Economics or Legal or Business and Management or Finance or Auditing. A certification in SCM principles, Project Management, Governance, Monitoring and Compliance, Investigation or any similar certification or equivalent will be an added advantage. A minimum 4 years' experience of which 2 years should be at Assistant Director level in the broader supply chain management environment. Knowledge and experience of governance, monitoring and

compliance processes pertaining to procurement. Knowledge and experience of the broader public service SCM framework. Knowledge of government procurement policy analysis, evaluation of findings and the implementation thereof.

DUTIES

: Some key outputs include: Strategy and Policy Management: Provide inputs into the development of a SCM strategy, and frameworks implementation plan pertaining to Governance, Monitoring and Compliance (GMC). Develop and implement policies in alignment with the SCM framework as follows: client agreements for the submission of SCM reports. SCM reporting criteria and schedules; provide inputs into the State-Owned Entities enforcement processes; manage the SCM Restricted Suppliers List manage SCM cases and plans databases. Provide inputs into the development of SCM policy, norms, standards, frameworks and guidelines. Stakeholder Engagement: Engage stakeholders in the establishment of GMC strategic networks for improved collaboration, accountability and transparency. Promote the compliance of SCM policies and procedures in line with prescribed regulations. Initiate the improved SCM compliance through awareness sessions with stakeholders. Governance and Frameworks Oversight: Develop and implement measurements within the SCM legislative environment for monitoring and compliance of application of SCM policy, regulations, norms and standards; adherence to SCM strategy and performance indicators. National supply chain risk management policy. Preferential procurement policy determinations. Pricing structures (prescribed price reference index). National contracting authorities code of conduct; and Supplier code of conduct and performance management. Develop in conjunction with stakeholders SCM data collection through: Demand Management; procurement planning; acquisition management; strategic sourcing; contract management; logistic management; disposal management; and performance management and reporting. Develop SCM reporting and reviewing framework for MTEF annual supply chain operational strategies, SCM annual performance assessments and reviews. Design and maintain a SCM capability maturity assessment model pertaining to compliance. Initiate a research, design and develop platform, for SCM non-compliance reviews and remedies framework; and SCM grievance and dispute resolution mechanism. Monitoring and Evaluation and Reporting: Assist with the report on Government Agencies enforcement processes. Manage the SCM Restricted Suppliers List in accordance with the Supplier Restriction Guidelines. Assist with the development of a monitoring and evaluation system on the performance of SCM governance framework. Assist with the evaluation and reporting of the SCM governance framework and monitoring and compliance. Knowledge and Information Management: Assist with the implementation of a research platform on local and international trends, good practices on the management of SCM governance, monitoring and compliance. Identify and recommend alternative solutions for SCM governance, monitoring and compliance. Maintain the content of SCM GMC Knowledge and Information Management platforms.

ENQUIRIES APPLICATIONS

: Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 35/31

: **SENIOR POLICY ANALYST: INTERNATIONAL DEVELOPMENTAL CORPORATION (IDC) REF NO: S110/2023**
Division: Budget Office (BO)
Purpose: To support the management of Official Development Assistance (ODA) to the South African Government, and promote sound ODA management within the social, governance and justice sectors.

SALARY CENTRE REQUIREMENTS

: R958 824 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Economic Sciences or Social Sciences or Development Studies. A minimum 4 years' experience obtained in programme and portfolio management of which 2 years should be Assistant Director level or equivalent. Knowledge and experience of public policy development and implementation. Knowledge and experience of developmental management. Knowledge and experience of Investment financing.

DUTIES : Some key outputs include: Coordination, ownership and management of ODA: Ensure the alignment of ODA to South African policies and procedures within the facilitation of ODA commitments to SA (facilitation of programming). Review and assess trends and best practices pertaining to the social, governance and justice clusters and update current database of all ODA funded programmes within the sector. Arrange the record keeping of meetings with donor and South African Government representatives involved donor programmes. Programme Delivery: Implement ODA management policies, procedures and processes (ODA Management guidelines) within the social, governance and justice sector. Liaise / negotiate with stakeholders in Public Finance, cluster/ sector, provincial and local government decision-makers and ODA co-ordinators, and relevant donors regarding the consolidation of ODA programmes. Facilitate the smooth implementation of donor-supported projects. Compliance with Global ODA Commitments: Involve in the ODA global debates and forums within the aid effectiveness arena. Prepare South African position papers within the aid effectiveness discourse. Strengthen the ODA Knowledge Base: Implement database to feed into the knowledge management processes. Initiate benchmarking best practices of ODA management within the sector. Alignment of ODA to Budget: Invite stakeholder participation and guidance, from certain knowledgeable areas in the National Treasury to improve programming and alignment of ODA to budget. Provide a share point of information within the sector on the overall budget process.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 35/32 : **ECONOMIST: PERSONAL INCOME TAX AND SAVINGS REF NO: S102/2023**
Division: Tax and Financial Sector Policy (TFSP)
Purpose: To provide macroeconomic and microeconomic analysis of the South African personal income tax system and to undertake objective assessments of tax reform proposals within a framework of sound tax policy.

SALARY : R527 298 per annum, (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Taxation or Public Finance or Economic Science are required. A minimum of 3 years' experience in Economics or Taxation environment, exposure to Personal Income Tax analysis. Exposure to evidenced-based policy development. Knowledge of the tax structures, reforms, and research. Knowledge of the Public Service Code of Conduct and Money Bills procedures.

DUTIES : Some key outputs include: Personal Income Tax policy research: Collect, manage, and analyse data from relevant sources to facilitate decision making. Compile policy notes, discussion documents, presentations on options to adjust tax system for efficiency, equity, simplicity, and transparency. Analyse and estimate impacts of tax proposals namely size and distribution, potential distortions, revenue implications, and wider economic impacts. Analyse marginal tax rates for individuals, tax base, retirement tax, tax on savings, employment tax, tax expenditure on individuals, international tax and dissemination of policy. Budget Review inputs and tax policy announcements: Develop and contextualise policy options in support of social and economic objectives while optimising revenue. Develop and contextualise policy options to address market failures, facilitate behavioural change and retain international competitiveness. Calculate and estimate standard Personal Income Tax tables and figures. Liaise with stakeholders to implement PIT policies: Translate adopted policy proposals for implementation, with consideration of administrative constraints and procedures of legislative amendments. Identify and consult with key stakeholders on the dissemination of information. Participate in public consultations with external stakeholders. Develop Personal Income Tax inputs for government and participate in public tax policy engagements: Review, analyse and comment on policies with PIT impacts. Provide inputs and participate in policy consultations. Prepare responses to public queries, including parliamentary questions, taxpayer, and media queries. Provide inputs to briefing and speaking notes for external engagements.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 35/33 : **ECONOMIST: PROVINCIAL FISCAL FRAMEWORK REF NO: S112/2023**
Division: Intergovernmental Relations (IGR)
Purpose: To assist with the policy formulation and planning of provincial budgets, through collating and manage of databases.

SALARY : R527 298 per annum, (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Public Finance Management or Public Management. A minimum 3 years' experience in Public Financial Management system in South Africa. Knowledge of the broader public finance fiscal framework. Knowledge of basic public sector budgeting principles. Knowledge and exposure to spread sheets and manipulation of data and formulas (MS Excel). Good written and verbal communication skills.

DUTIES : Manage Database for Equitable Share Formula: Collect information and update the equitable share formula. Maintain the database for the provincial equitable share formula. Assist with refinement of the fiscal framework equitable share model. Develop and provide analytical reports in support of the model and forecast different scenario's the fiscal framework equitable share. Provincial Fiscal Framework: Assist with technical analyses in reaching decisions relating to provincial equitable shares. Assist with the maintaining of conditional grants allocations to provinces. Provide inputs into the development and drafting of analytical reports impacting on the provincial fiscal framework. Database design: Provide concepts in the preparation of tables, spreadsheets and presentation format of the fiscal framework equitable share formula database. Intergovernmental Co-ordination and Publications: Assist with the compilation of information required for the annual IGFR. Provide inputs of data for reports to TCF and Budget Council Meetings.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

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 (Act 55) 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.
- Gauteng Division of the high Court:** Pretoria 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.
- CLOSING DATE** : 16 October 2023
- 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 121 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 35/34** : **DEPUTY DIRECTOR: LEGAL SERVICES REF NO: 2023/330/OCJ**
- SALARY** : R811 560 – R952 485 per annum, (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric and an LLB Degree or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of at least 3-10 years' experience post appropriate experience in litigation / legal advisory experience. A valid driver's licence. Admission as an Attorney/ Advocate will be an added advantage. Skills and Competencies: Good written and verbal communication skills, Interpersonal skills, Computer software skills (good excel skills), Problem Solving and Decision-Making skills, Time Management skills.; People Management skills; Interpretation skills; Analytical and innovative thinking skills, Ability to work independently and meet deadlines under pressure; Ability to pay attention to detail and to ensure the correctness of data / information.
- DUTIES** : Provide legal administration support services for the Department and the Judiciary; Coordinate compliance with PAIA & POPIA, Render assistance in the management of litigation process for the Department; Provide assistance in relation to legal advisory opinions; Coordinate and advise on loss control matters; Draft legal documents / contracts / agreements for the Department.
- ENQUIRIES** : Technical related enquiries: Mr N Phakola Tel No: (010) 493 2500
HR related enquiries: MR A Khadambi, Tel No: (010) 493 2500
- POST 35/35** : **ASSISTANT DIRECTOR: INSTITUTIONAL SECRETARIAT SERVICES REF NO: 2023/331/OCJ**
- SALARY** : R424 104 – R508 692 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric certificate and a three-year National Diploma/Degree in Public Management and Governance or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A valid driver's license. A minimum of 3 years' experience at Senior Administrator or similar level and at least one year experience at a Secretariat and / or Governance Services. A certification with the Chartered Governance Institute of Southern Africa (CGISA) will be an added advantage. Skills and Competencies: Sound knowledge of applicable legislation and regulations relevant to the OCJ and the Public Service, King IV Code on Corporate Governance, Corporate Governance Framework, Delegation of Authority Framework, exposure to dealing with Executive Management and management committees, business process understanding, compliance management, good verbal and written communication skills , planning and execution, maintaining sound interpersonal relationships, people management skills, producing quality work.
- DUTIES** : Facilitate the planning of the OCJ's Executive Management's governance structures, render governance advice and the secretariat support services to the OCJ's Executive Management's governance structures, developing and coordinating updates of resolution registers, manage the effective and efficient management of resources (human, financial and physical), supervise and develop staff.
- ENQUIRIES** : Technical enquiries: Ms S Mpheshwa Tel No: (010)493 2535
HR related enquiries: Mr A Khadambi Tel No: (010) 493 2527
- POST 35/36** : **SECURITY OFFICER REF NO: 2023/332/OCJ**
- SALARY** : R147 036 - R170 598 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of The High Court: Pretoria
: Matric Certificate or National Certificate (Vocational) recorded on the National Learner Record Database at NQF level 4; Be a South African Citizen; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate; Must have no criminal record or pending criminal / departmental cases; Not declared unfit to possess a fire-arm, A minimum of five(5) years' relevant experience; Skills and Competencies: Good verbal communication skills, Good work ethic Interpersonal skills, Good communication (verbal and written);Problem solving

and decision making skills; Interpersonal Relations; Teambuilding People management skills; Analytical thinking skills; Computer literacy; Planning, Organizing and Controlling skills.

DUTIES

: Checking of parcels and equipment leaving the building to ensure that there is an authorised removal letter included. Monitor cameras and alert management to any security risks Monitor compliance by outsourced security service in terms of postings, security equipment and security compliance in terms of the SLA; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Patrol buildings and fenced off areas; Guard vehicles and equipment; Ensure safekeeping of office/storeroom keys and report any losses, damages or theft; Authorize entry into the premises to employees; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel. Perform any other duties assigned to you by the Supervisor/Court Manager.

ENQUIRIES

: Technical related /HR related Enquiries: Ms T Mbalekwa, Tel No: (010) 494 8515

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 27 October 2023, 15h45
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated.) Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POST

- POST 35/37** : **ADMINISTRATIVE SECRETARY TO THE PROVINCIAL DIRECTOR: WESTERN CAPE REF NO: AD/S/PD/WC/09/2023**
- SALARY** : R202 233 per annum
- CENTRE** : Public Service Commission, Provincial Office: Western Cape
- REQUIREMENTS** : Ideal candidate profile: Applicants must be in possession of a Senior Certificate, Diploma in Office Administration/Diploma in Public Administration/Management or Secretarial will be an added advantage. Typing competency experience. Administration skills. Good Communication skills. Interpersonal skills. Proven Computer skills in the Microsoft office Suite. Typing skills. Organising skills. Business writing skills. Ability to handle confidential information.
- DUTIES** : Rendering effective and efficient administrative and secretarial support Service to the Provincial Director. Management of registry (incoming and out-going correspondence). Managing the Provincial Director's Dairy. Provide logistical support to the Provincial Director and components. Management of the relationships between the components within Provincial Director, internal components and external stakeholders. General administrative duties to the office. Management of the reception.
- ENQUIRIES** : Ms C Van Heerden Tel No: (021) 421 3980

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria.
- FOR ATTENTION** : Recruitment Unit. Room 4034.
- CLOSING DATE** : 13 October 2023
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form parts A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take note that the National School of Governance (NSG) has introduced a compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, and sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.
- ERRATUM:** Director: Road Research, Policy, Standards and Guidelines with Ref No: DOT/HRM/2023/61, The following note applies to the above-mentioned post advertised in the Public Service Vacancy Circular 32 dated 08 September 2023 with the Registered with ECSA as a Professional Engineer or Engineering Technologist as requirements. Please note that Registered with ECSA as a Professional Engineer or Engineering Technologist will be an added advantage; Directorate: Road Research, Policy, Standards and Guidelines. Enquiries: Mr Chris Hlabisa Tel No: (012) 309 3170. The closing date of the post is extended to 13 October 2023. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

- POST 35/38** : **DIRECTOR: PARLIAMENTARY SERVICE AND STRATEGIC SUPPORT**
REF NO: DOT/HRM/2023/69
Branch: Administration (Office of the Director-General)
Chief Directorate: Office of the Director-General
Directorate: Parliamentary Service and Strategic Support
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs
- CENTRE** : Pretoria / Cape Town
- REQUIREMENTS** : An undergraduate NQF Level 7 qualification as recognised by SAQA in Political Science Law / Public Management / Business Administration / Communication

/ Strategic Management with 6 -10 years' experience in government's integrated governance system of which a minimum of 5 years' experience must be at a middle management level. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and skills: Knowledge and experience of Parliamentary & legislative processes. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Knowledge and experience of the Government Cluster System. Knowledge and experience of strategic management processes in government. Political awareness and familiarity with broad lines of government policy. Ability to liaise effectively with senior government officials and politicians. Excellent writing and editing skills. Compilation of management reports. Communication- Verbal & Written communication - English - above average. Governance related to information.

DUTIES

: Manage, coordinate and facilitate the flow of information and documentation within the Office of the Director-General. Receive and refer documentation to relevant managers in the Department. Keep track of documents/ referrals to the line function management and follow up on urgent matters. Answer correspondence on behalf of the Director-General. Provide support with the tabling of the annual report and the strategic plan to parliament. Apply quality control on all documents before presenting them to the Director-General. Manage Parliamentary processes. Manage parliamentary questions and responses and ensure that line function managers respond to questions on time. Attend all parliamentary meetings attended by the Director-General, take note of resolutions and compile reports. Attend all parliamentary meetings attended by officials from DOT/ public entities, take note of resolutions and compile reports. Ensure compliance with parliamentary calendar and deadlines. Provide liaison support with Ministry and the Department Provide an efficient and effective support system in the Office of the Director-General. Compile- submissions, letters and routine communication. Develop and drafts briefing notes presentations. Coordinate inputs and drafts speaking notes. Provide content support to Office of the Director-General. Refer correspondence and enquiries to the relevant persons in and outside of DoT. Act as information officer and respond to enquiries from the public. Provide logistical support at all Director-General's meetings. Manage the Director-General's diary and projects instructed by the DG. Manage the resources of the Directorate. Provide guidance and adequate support for and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Office of the Director-General. Establish and maintain governance and administrative systems continuity within the work of the Directorate. Authorise expenditure. Monitor quality control of work. Manage the compilation of the annual report and strategic plan of the directorate. Manage the budget and assets. Manage the planning, organising and delegation of work. Provide support during October Transport Month, budget vote and other events etc. manage stakeholder liaisons and relations within Transport sector, agencies and other departments.

ENQUIRIES

NOTE

: Ms Fikile Nhangombe Tel No: (012) 309 3514
 : Preference will be given to African Male/Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position. This post was previously advertised on Public Service Vacancy Circular 33 of 2023 without detailed key performance areas, therefore the closing date still stands (Closing date: 20 October 2023)

POST 35/39

: **DIRECTOR: ROAD SAFETY PROGRAMMES REF NO: DOT/HRM/2023/82**
 Branch: Road Transport
 Chief Directorate: Road Regulations
 Directorate: Road Safety Programmes

SALARY

: R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs.

CENTRE

REQUIREMENTS

: Pretoria
 : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport Engineering, Transport Planning, and Transport Economics with a minimum working experience of 5 years at a middle management level within the road safety/road environment. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skill: Knowledge and understanding of policies

and strategies pertaining to road safety. An understanding of intergovernmental relations and good interpersonal skills. Analytical and problem-solving skills, Excellent presentation skills. Compilation of management reports. Public Finance Management Act. Communication: Verbal & Written communication - English - above average - Computer literacy. Governance related to information.

DUTIES : Manage the research and development of Road Safety Policies and Strategies. Manage the establishment, coordination and management of road safety consultative structures. Ensure the development and dissemination of road safety information. Coordinate the establishment of Road Safety Committees, National Road Safety Councils and Provincial and Local Authority Road Safety Councils. Participate in project teams to achieve a multi-disciplinary approach to meet the set objectives of the Department. Manage and control the Directorate.

ENQUIRIES : Adv Johannes Makgatho Tel No: (012) 309 3280
NOTE : Preference will be given to African Males/Females, Coloured Males/Females, White Males, Indian Females and persons with disabilities are encouraged to apply for the position.

OTHER POSTS

POST 35/40 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: DOT/HRM/2023/87**
 Branch: Corporate Services
 Chief Directorate: Corporate Management
 Directorate: Travel and Facilities Management
 Sub-directorate: Facilities Management

SALARY : R811 560 per annum (Level 11), all-inclusive salary package, of which 30% can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : An undergraduate NQF Level 6 qualification in Facilities Management / Public Management / Financial Management / Project Management with 5 years' experience in facilities management of which 3 years must be at a junior management or Assistant Director level. Knowledge and Skills: (Competencies): Knowledge of all government policies and procedures applicable to office support services. Knowledge and understanding of the management of contracts on office support services/facilities. Knowledge and understanding of Public Finance Management Act (PFMA) Computer literacy. Thorough understanding of prescripts related to office support services/facilities. Project Management Financial Management, Archive Regulations. Communication- Verbal & Written communication - English - above average. - Governance related to information.

DUTIES : Manage office accommodation and parking. Manage telecommunication services. Manage office cleaning and food aid services. Manage the provision of a registry service. Manage contracts and financial management. Manage the resources of the Sub-Directorate.

ENQUIRIES : Ms Itumeleng Lehari Tel No: (012) 309 3832
NOTE : Preference will be given to African Male / Female, Colored Male /Female, Indian Male, White Male and persons with disabilities are encouraged to apply for the position.

POST 35/41 : **ASSISTANT DIRECTOR: ICT GOVERNANCE REF NO: DOT/HRM/2023/88**
 Branch: Corporate Services
 Chief Directorate: Chief Information Officer
 Directorate: ICT Governance and IT Security System
 Sub-directorate: ICT Governance

SALARY : R424 104 per annum (Level 10)

CENTRE : Pretoria
REQUIREMENTS : A recognised NQF level 6 qualification in Computer Science / Computer Systems / Information Technology with 3 years' experience at a supervisory or practitioner level in ICT Governance field. Knowledge and Skills: Knowledge of GWEA. Substantial experience in computing or relevant environment Detailed knowledge of the PFMA and other relevant legislation. ICT Security. Software Management. Understanding of performance management system. Knowledge of ITIL V3 foundation and related, COBIT 5 or 2019.

Communication- Verbal & Written communication - English - above average - Governance related to information.

DUTIES : Manage IT Risk. Ensure IT Compliance. Manage IT change control and IT architecture. Manage the IT Governance Framework. Manage the resources of the Section.

ENQUIRIES NOTE : Mr Samuel Mantlaka Tel No: (012) 309 3674
 : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position.

POST 35/42 : **PROJECT ADMINISTRATOR REF NO: DOT/HRM/2023/89**
 Branch: Corporate Services
 Chief Directorate: Chief Information Officer
 Directorate: ICT Governance and IT Security System
 Sub-directorate: IT Security System

SALARY CENTRE REQUIREMENTS : R294 321per annum (Level 07)
 : Pretoria
 : An appropriate NQF level 6 in Business Management / Project Management / Public Administration with at least 2 years relevant experience in a project administration environment. Knowledge and Skills: Report Writing. Financial Management. Knowledge of Project management. Communication Skills verbal and written. Organisational and administrative skills. Minute taking. Database Management. Research Skills. Meeting skills.

DUTIES : Liaise with all project stakeholders with regard to matters pertaining to projects. Coordinate ICT Project in the Chief Information Officer's Office. Render administrative support. Render secretariat functions at workshops and meetings.

ENQUIRIES NOTE : Mr Samuel Mantlaka Tel No: (012) 309 3674
 : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 13 October 2023
- : 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 Sanitation's 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 & 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 35/43**

- : **CHIEF ENGINEER GRADE A REF NO: 131023/01 (X2 POSTS)**
Branch: Infrastructure Management: Head Office
SD: Dam Design (X1 Post)
SD: Bulk Pipe Systems (X1 Post)
(Re-advertisement applicants who previously applied are encouraged to re-apply)

SALARY
CENTRE
REQUIREMENTS

- : R1 146 540 per annum, (all-inclusive OSD salary package)
- : Pretoria Head Office
- : A Civil Engineering degree (B Eng / BSC (Eng) or relevant qualification. Six (6) years post qualification experience required. Compulsory registration with ECSA as a Professional Engineer. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of government legislations relevant to the sector. Knowledge and understanding of government procurement for the infrastructure projects. Programme and project management skills. Knowledge of engineering, legal and operational compliance. Engineering design and analysis. Knowledge and skills in maintenance. Knowledge of engineering code of conduct, risk management, technical report writing, and financial management. Research and development skills. Computer-aided engineering applications. Creation of high-performance culture. Technical consulting. Engineering and professional judgement. Communication skills both (verbal and written). Computer skills, people management skills, planning and organising, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and

		analysis. Decision making, team leadership, creativity, customer focus and responsiveness.
<u>DUTIES</u>	:	Render technical advice and support to WSA's as project managers. Ability to monitor the development and assessment of technical reports, feasibility studies of all infrastructure projects implemented by the department. Approval/acceptance of all technical designs for projects implementation under the department. Provide technical and professional advice on the development needs and conceptualize possible solutions to meet water demands. Carry out monitoring of feasibility studies. Monitor refurbishment projects of bulk water infrastructures. Manage administrative, financial and personnel related matters. Conduct field inspections on implementing projects to ensure compliance towards norms and standards of water sector support. Engineering principles are to be applied to ensure water service infrastructure development and maintenance programme and project management, legal and operational compliance. Assist in developing annual business plans and budget for the directorate. Revise plans quarterly. Provide verbal and written reports to manager. Manage professional service providers (PSP's) contracts. Oversee and manage all work conducted by PSP's. Delegate work to PSP's. Oversee and monitor all PSP contracts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Koadibane Tel No: (012) 336 7694
	:	Pretoria (Head Office): Please forward your applicant quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Planning, Recruitment and Selection Unit
<u>POST 35/44</u>	:	<u>CHIEF ENGINEER GRADE A REF NO: 131023/02</u> Branch: Water Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 146 540 per annum, (all-inclusive OSD salary package)
	:	Pretoria Head Office
	:	A Civil / Agricultural Engineering degree (B Eng / BSC (Eng) or relevant qualification. Six (6) years post qualification experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer The disclosure of a valid unexpired driver's license. Relevant experience in the field of Water Engineering or Integrated Water Resources Management (IWRM) or Integrated Environmental Management (IEM). Ability to relate to and work with associated professional fields in a multi-disciplinary team. Experience in planning and implementation of water projects. Good writing, communication, policy, and strategy development skills.
<u>DUTIES</u>	:	Optimisation and planning of water resource utilisation and development in one of the Northern, Central, Eastern or Southern Planning Regions through the evaluation of various management/development options. Identification of available water resources and development needs through multidisciplinary studies at appropriate levels of detail. Involvement in the development of water management strategies. Conceptualisation of possible solutions to meet water requirements. Evaluation of technical options and associated social, economic, and environmental impacts. Coordination and processing of inputs from a wide range of disciplines. Capacity building and mentoring of young engineers. Liaison with other organisations and parties on projects/water resource related matters (at local, regional, national, and international level). Analyses of and recommendations on financial, legal, and institutional aspects for water resource projects. Ensure management of human resources. Provide leadership and ensure good management and administration.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. C Fourie at (082) 809 2355
	:	Pretoria (Head Office): Please forward your applicant quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Planning, Recruitment and Selection Unit
<u>POST 35/45</u>	:	<u>CHIEF ENGINEER GRADE A REF NO: 131023/03</u> Branch: Infrastructure Management: Southern Operation Dir: Water Resources Infrastructure Operations and Maintenance
<u>SALARY CENTRE</u>	:	R1 146 540 per annum, (all-inclusive OSD salary package)
	:	Bellville

- REQUIREMENTS** : An Engineering degree (B Eng / BSC / Eng) or relevant qualification. Six (6) years post qualification experience required. Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Understanding of legal and operational compliance. Knowledge of engineering and operational communication. Process knowledge and skills in maintenance. Mobile equipment operating skills. Knowledge engineering design and analysis. Understanding of research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership, creativity, people, conflict, change, and financial management. Customer focus and responsiveness. Negotiation skills. Good communication skills both (verbal and written).
- DUTIES** : Perform final review, approvals, and audits on new engineering designs according to design principles and theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems, and resources. Set engineering maintenance standards, specifications, and service levels according to organizational objectives to ensure optimum operational availability. Governance. Provide technical consulting services for the operation on engineering matters to minimize possible engineering risks. Financial management. Ensure the availability and management of funds to meet the MTEF objectives within the Engineering environment. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development of human resources. Promote transformation.
- ENQUIRIES APPLICATIONS** : Ms. C Goboza at (076) 010 7956
- : For purpose of response handling: Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment & Selection Unit
- POST 35/46** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 131023/04**
Branch: Provincial Operation: KwaZulu-Natal
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
 : Durban
 : A bachelor's degree in financial management or relevant tertiary qualification at NQF Level 7. Three (3) to (5) five years relevant experience in Finance at supervisory/ management (ASD) level. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), National Treasury Regulations and guidelines. Knowledge of Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. An understanding of Departmental policies, procedures, and government financial systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Ability to write reports and submissions. Ability to compile presentations. Good communication skills both (verbal and written). Excellent Computer literacy skills in MS Word, MS Excel, and Outlook.
- DUTIES** : Manage the following units: Financial Accounting, Management Accounting, Supply Chain Management and Asset Management. Monitor the policy and legislative framework to ensure cognizance is taken of new developments. Develop and maintain policies and processes. Submit reports and plans as required. Effective management of Provincial office budget processes and MPAT reporting. Managing Regional asset register and safeguarding departmental assets. Managing Supply Chain Functions in line with regional compliance on all Financial Transactions as PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBBEE, Departmental policies, procedures, and circulars. Proper recording of all accounting transactions on

the financial systems. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking and debt management, monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and service, transfers, subsidies, and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/ journals, accounting and reporting, interim and annual statements). Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all required administrative reports, serve on transverse task team as required.

- ENQUIRIES** : Ms. PV Mkhize Tel No: (031) 336 2700
- APPLICATIONS** : KwaZulu-Natal (Durban): Please forward your applications quoting the reference number to The Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.
- FOR ATTENTION** : The Manager (Human Resource)
- POST 35/47** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT – PROTO CMA REF NO: 131023/05**
Branch: Provincial Operation: Mpumalanga
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
: Mbombela
: A bachelor's degree in financial management or relevant tertiary qualification at NQF Level 7. Three (3) to five (5) years relevant experience in Financial Accounting at Supervisory/Management Assistant Director (ASD) level. The disclosure of a valid unexpired driver's license. Knowledge and practical experience in financial reporting standards, billing management. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, guidelines and division of Revenue Act. Knowledge and understanding in human resource management legislation, policies, practices, and procedures. Knowledge and understanding of public service anti-corruption strategy, anti-corruption, and fraud prevention measures. Knowledge of administrative procedures and systems. Knowledge in commercial laws, departmental policies, and procedures. Experience in government financial systems. understanding of the framework for managing performance information, business strategy transaction and alignment. Good people and diversity management. Excellent client orientation and customer focus. Good communication skills both (verbal and written). Ability to write reports, submissions, and compile presentations.
- DUTIES** : Manage the financial revenue, expenditure management and management accounting Sub-Directorate. Undertake Supply Chain Management & Asset Management work, revenue, expenditure management and accounting work as required. Manage the sub-directorate revenue, expenditure management and management accounting. Manage and co-ordinate internal and external auditors. Improve understanding and application of the DWS's policy, procedures, and delegations. Provide professional expertise according to the financial requirements in the Region. Prompt mobilization of multi-disciplined team to attend urgent and emergency issues for customers at hand. Management of staff and adherence to strict deadlines. Conduct financial inspections. Build financial capacity, transfer of knowledge, and empower financial staff.
- ENQUIRIES** : Mr S Nkuna, Tel No: (013) 759 7317 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335
- APPLICATIONS** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
- FOR ATTENTION** : Ms FM Mkhwanazi

POST 35/48 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 131023/06**
Branch: Provincial Operation: Western Cape

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Bellville
REQUIREMENTS : National Diploma / Bachelor's degree in Human Resource Management (NQF level 6 or 7) or equivalent qualification in Economics and Management Sciences with majors in relevant Human Resource field. Three (3) to five (5) years' management experience in Human Resource. The disclosure of a valid unexpired driver's licence. Proven computer literacy skills (MS Word, MS Excel, MS PowerPoint). Knowledge of PERSAL and BAS systems. Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of HR prescripts, legislatives, and directives. Knowledge of Financial Management and Public Finance Management Act (PFMA). Understanding of Programme and Project management. Interpersonal skills, problem solving and analytical skills, people, and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of Occupational Specific Dispensation (OSD).

DUTIES : Co-ordinate the establishment, training, and effective functioning of Skills Development Committees (SDC). To conduct skills audits. The facilitation of the review of the HRD strategy. The co-ordination and provision of input for the annual HRD Implementation Plan. To ensure the implementation of the HRD implementation plan. Perform job searches for qualified candidates according to relevant job criteria. Prepare and maintain employment record. To provide screening and referring services to the selection panel. Ensure interviews are arranged and travel arrangements provided for as necessary. Implementation of appointments, promotions, and upgrades. Ensure appointments, promotions, and upgrades are done timeously. Give advice on the implementation of HR Transaction policies and guidelines. Do the conducting of PMDS awareness and Education. To co-ordinate the establishment, training and effective functioning of Skills Development Committee (SDC). The development of a WSP implementation Plan. Implement the employee wellness programmes. Development of programmes to administer HIV/AIDS related diseases. Render awareness programme to all employees. Compile reports on the programmes rendered. Dealing with OSD related matters. Drafting of high-level submissions, memorandums and letters. Processing of acting allowances.

ENQUIRIES : Ms L Peter Tel No: (021) 941 6207
APPLICATIONS : Western Cape: (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Ms L Peter

POST 35/49 : **SCIENTIST PRODUCTION GRADE A - C REF NO: 131023/07**
Branch: Provincial Operation: Mpumalanga
Dir: Water and Sanitation Services Management

SALARY : R687 879 – R1 035 084 per annum, (all-inclusive OSD packages), (offer will be based on proven years of experience)
CENTRE : Mbombela
REQUIREMENTS : A Science degree (BSc) (Hon) or relevant qualification in Geohydrology / Hydrology / Earth Science specialized in Groundwater Studies. Compulsory registration with the SACNASP as a Professional Natural Scientist. Three (3) years post qualification natural scientific experience in Geohydrology / Hydrology / Earth Science fields. Good sound knowledge of geohydrological processes, groundwater assessment and integrated water resources management. The disclosure of a valid unexpired driver's license. Knowledge and experience in the following will serve as an added advantage: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring. Technical report writing skills. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Be able to apply, analyze and interpret various groundwater

		models. Ability to apply scientific research, methodologies, and project management principles. Computer aided scientific applications. Presentation skills. Problems solving and analysis, abilities, and negotiation skills. Good communication skills both (verbal and written). People and Conflict Management. Willingness to travel.
<u>DUTIES</u>	:	Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Assist with groundwater monitoring, assessment, and reporting systems in the region. Create public awareness of the science system. Apply appropriate scientific data, information and advice as requested. Interpret, evaluate, and analyses scientific data. Provide groundwater specialist input on water use license applications for mining, industries, municipalities, urban development, and agriculture activities. Conducting of site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorization process and implement DWS's role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater license conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects.
<u>ENQUIRIES</u>	:	Ms M Ralushai Tel No: (013) 759 7524 Ms / FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335.
<u>APPLICATIONS</u>	:	Mpumalanga (Mbombela) Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela, 1200.
<u>FOR ATTENTION</u>	:	Ms FM Mkhwanazi
<u>POST 35/50</u>	:	CHIEF ARTISAN GRADE A REF NO: 131023/08 Branch: Infrastructure Management: Central Operation Div: Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R434 787 per annum, (all-inclusive OSD salary package) Free State (Gariiep Dam) Appropriate Trade Test Certificate. The disclosure of a valid unexpired driver's license. Ten (10) years post qualification experience required as an Artisan / Artisan Foreman. Knowledge in technical analysis. Knowledge in computer aided technical applications. Knowledge and skills in production processes. Knowledge in customer focus and responsiveness. Knowledge in planning and organizing. Understanding GIS application and spatial data. Theory, principles, and practices of GIS. Knowledge of GIS standards, software applications, and software customizations. Basic understanding of technologies such as GPS, Photogrammetry and Remote Sensing Projections. Knowledge of cartography principles. Problem solving and analysis. Decision making, ability to work independently and in a team. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Willingness to travel extensively all over the country and work irregular hours.
<u>DUTIES</u>	:	Manage mechanical and electrical services and support in conjunction with Technicians/Artisans and associates in the field, workshop, and technical office activities. Ensure that all machinery is maintained in accordance with the manufacturers specifications i.e., pumps, valves, compressors, hydraulic systems, pipelines, generators, sluices, auxiliary drives, cranes, passenger lifts, water vessels, etc. Ensure that planned maintenance schedules are utilized by the mechanical and electrical maintenance team. Manage maintenance backlogs, planned maintenance and breakdowns. Ensure and accept appointment as GMR 2(7) for mechanical equipment. Ensure and promote the Occupational Health and Safety Act and ensure its regulations are complied with. Provide inputs into existing technical problems, manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operation and maintenance plan. Update databases. Manage assets, artisans, and related personnel. Control and monitor

expenditure according to the budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Perform any other related duties.

ENQUIRIES : Mr. SM Segalo Tel No: (051) 405 9000
APPLICATIONS : Free State/Gariep Dam: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor, Bloemfontein.

FOR ATTENTION : Ms NSM Maloka

POST 35/51 : **ASSISTANT DIRECTOR: BILLING OPERATIONS REF NO: 131023/09 (X2 POSTS)**
 Branch: Finance WTE
 SD Billing Operations

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7 (Financial Accounting III a prerequisite). Three (3) to five (5) years' relevant experience. Three (3) years supervisory experience in the financial environment/sector. Working experience with an ERP system. Practical knowledge of Financial Reporting Standards. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies, practices, and procedures. Public Service Anti-Corruption Strategy, anti-corruption, and fraud prevention measures. Knowledge and experience in administrative, clerical procedures and systems. Knowledge of Commercial Laws, Departmental policies, and procedures. Knowledge and experience of Governmental Financial Systems. Framework for managing performance information. Business strategy transaction and alignment. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct skills. Flexibility to Travel.

DUTIES : Implement and monitor billing management policies, strategies, procedures, and financial reporting prescripts to ensure the completeness and accuracy of billing and financial reporting. Maintenance of systems to ensure seamless flow of information and reconciliation of billing related systems. Ensure timeous resolution of billing adjustments and customer queries. Staff management and training. Manage and Co-ordinate Internal and External Auditors.

ENQUIRIES : Ms L Serepong Tel No: (012) 336 8456
APPLICATIONS : Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

FOR ATTENTION : Planning, Recruitment & Selection Unit

POST 35/52 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 131023/010**
 Branch: Provincial Operation: Gauteng

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF Level 7. Three (3) years' experience at the supervisory level within finance environment. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act, Treasury Regulations and other financial guidelines and procedures. Practical knowledge of government financial systems. Working experience and knowledge of basic government financial

		operating systems (PERSAL and BAS) are a necessity. Good communication skills both (verbal and written). Computer literacy. Good problem solving and analytical skills, People and Diversity management. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Management of the payroll and accounts payable functions. Provide cash, revenue management, bookkeeping and financial accounting services including cashiers' office. Oversee creditor's reconciliations and ensure correct and timeous processing of invoices on BAS and LOGIS Procurement Integration. Oversee quality assurance and verification of transactions on PERSAL, BAS, LOGIS Procurement Integration System. Manage the processing of staff related payments and disallowances on PERSAL system. Review and analyse reports including accruals, commitments, 30 days' reports etc. Render professional advice and guidance to regional line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Ensure safeguarding of source documents. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees.
<u>ENQUIRIES</u>	:	Mr ML Mukwevho Tel No: (012) 392 1378
<u>APPLICATIONS</u>	:	Gauteng Provincial Office (Pretoria): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor Reception, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms. Beaula Mekwa
<u>POST 35/53</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO:131023/11</u> Branch: Provincial Operation: Gauteng
<u>SALARY</u>	:	R424 104 per annum (level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma/bachelor's degree in Auditing or Internal Auditing. Three (3) to five (5) years working experience in Auditing. Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations and Corporate Governance issues. Experience and sound understanding of internal auditing, auditing principles, and risk management. Experience in a compliance environment. The disclosure of a valid unexpired driver's license. Computer literacy. Good communication skills both (verbal and written). Problem-solving skills. Ability to think strategically. A sound understanding of Enterprise Risk Management principles and philosophy. Excellent facilitation skills. Able to organize and motivate others, who in many cases may be in a senior position. Sound understanding of the framework for the Strategic Plan and Annual Performance Plan. Leadership skills. Project management skills. Sound understanding of anti-corruption strategy and fraud prevention measures. Ability to work independently and under pressure. Willingness to travel.
<u>DUTIES</u>	:	Develop and implement compliance procedures and guidelines. Ensure compliance with legislative requirements. Compile risk management strategies; perform risk analysis, risk identification, risk monitoring and risk reporting. Establish, communicate, and facilitate the use of the appropriate Enterprise Risk Management methodologies, tools, and techniques. Work with individual components and units to establish, maintain and continuously improve risk management capabilities. Facilitate enterprise-wide risk assessments and monitor priority risks across the organization. Implement planning, execution, and reporting of investigation assignments on both Main and Trading accounts. Perform pre-audit checks on all documents. Manage and coordinate audit-related activities. Conduct regular spot checks. Assist management with investigations into fraud, corruption, and theft in the Provincial Office. Promote a culture of professionalism. People management (mentoring, ensuring on-the-job training and development and conducting appraisal and feedback).
<u>ENQUIRIES</u>	:	Ms. T Mashiloane Tel No: (012) 392 1489
<u>NOTE</u>	:	Preference will be given to coloured, Indian, and White
<u>APPLICATIONS</u>	:	Gauteng Provincial Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor Reception.

FOR ATTENTION : Mr. D Masoga

POST 35/54 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 131023/12**
Branch: Provincial Operation: Eastern Cape

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: King William's Town
: A Bachelor's Degree in Accounting / Financial Management, Supply Chain Management, or equivalent tertiary qualification in a recognized accounting field (NQF level 7). Three (3) years of supervisory experience in an Asset Management environment. The disclosure of a valid unexpired driver's license. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting Systems (BAS), GRAP, and Logis. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership / interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information systems. Willingness to work cooperatively with others as a team. Good communication skills both (verbal and written).

DUTIES : Ensure that assets are properly accounted for in the Asset Register and comply with National Treasury Guidelines. Update new additions, movements, transfers, and disposals. Reconcile BAS/Trial Balance with the Asset Register on a monthly basis. Monitor all entries made on the Asset Register as per minimum requirements for movable and immovable assets. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct bi-annual physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper monthly and annual reporting and reconciliations. Quality assurance of asset management processes. Assist in preparing AFS for interim & final audits for both internal & external Auditors. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.

ENQUIRIES APPLICATIONS : Mr. ML Sigobo Tel No: (043) 604 5401
: Eastern Cape (King William's Town): Please forward your application quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King Williams Town, 5600 or hand deliver at 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.

FOR ATTENTION : Mr. MK Noah Tel No: (043) 604 5323.

POST 35/55 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 131023/13**
Branch: Provincial Operation: Eastern Cape

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: King William's Town
: A National Diploma or Bachelor's Degree in Supply Chain Management / Logistics / Purchasing Management qualification. The disclosure of a valid unexpired driver's license. Three (3) to (5) five years' experience in SCM administrative environment. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of BAS, SAP, and GAAP. Disciplinary knowledge of dispute resolution processes. Knowledge management. Problem-solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Render demand and acquisition support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or a similar system. Request and receive quotations. Capture specifications on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. compile draft documents as required. Contractors' database is updated and well-maintained. Orders are placed accordingly. All notices are registered and issued properly. Provide effective provisioning of logistical support services. Ensure that correct procedures are

followed on issuing vehicles. Ensure that the requested items are received, and the services are rendered as requested. Capture information into BAS system. Analyse procurement trends. Implement policies. Engage supplier regarding purchased materials and payment thereof. Develop an action plan for the section. Supervise human resources. Check if the information is captured correctly on the system. Ensure that financial procedures are observed in the section. Compile monthly reports. Documents are provided for approval. Ensure vehicles are issued properly. Administer the provision of tender services and contract management. Record all bid documents received. Forward relevant records to bid committee for processing. Keep register of bid documents. Documents forwarded to the bid committee for further processing. Administer the payment process for the goods and services acquired. Verify the correctness: and accuracy of the invoices. Check if the amounts correspond with the received quotations. Ensure that goods and services are received before payment. Pay invoices after service has been rendered.

ENQUIRIES : Mr. ML Sigobo Tel No: (043) 604 5401
APPLICATIONS : Eastern Cape (King William's Town): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.
FOR ATTENTION : Mr. MK Noah Tel No: (043) 604 5323

POST 35/56 : **CONTROL WATER CONTROL OFFICER REF NO: 131023/14**
 Branch: Infrastructure Management: Central Operation
 Sub Div: Maintenance

SALARY : R359 517 per annum (Level 08)
CENTRE : Vaal Dam
REQUIREMENTS : A Senior / Grade 12 Certificate with six (6) to (10) ten years experience in water control environment. The disclosure of a valid unexpired driver's license. Knowledge in controlling and managing water distribution for all government water services, sate dams, irrigation boards, water use associations, canals and rivers within the provincial management operations and clusters knowledge in water-related policy implementation. Knowledge in financial and human resource management. Knowledge and implementation of Occupational Health and Safety (OHS) Act. Monitoring and evaluation principles. Knowledge in supporting water utilization and water resource strategy. Knowledge of drought and flood management. Understanding of government legislation. Knowledge in grievance and disciplinary procedures. Knowledge in monitoring and reporting water pollution and alien legislation. Knowledge in basic civil, mechanical, and electrical maintenance.

DUTIES : Manage water infrastructure resources. Manage water control section. Manage the invoices for the stakeholders. Manage dams within Upper Vaal Area in terms of inspections and supervision of the water resource operations. Consolidation of water measurement and distribution of data and report to Area Manager. Manage water infrastructure: canals, dams, sluices, etc. Ensure maintenance of water resources reports for water measurements and distributions. Manage budget for the water control unit. Ensure implementation of OHS within the Area.

ENQUIRIES : Mr. CM Mokone Tel No: (016) 371 3039
APPLICATIONS : Central Operation (Vaal Dam): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X02, Deneysville, 1932 or hand deliver to Vaal Dam Plot 1 Mackenzie Street Deneysville 1932.

FOR ATTENTION : Simon Mbongo/ Madzivhadela

POST 35/57 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: 131023/15 (X2 POSTS)**
 Branch: Infrastructure Management: Head Office

SALARY : R353 013 – R531 117 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. The disclosure of a valid unexpired driver's license. Compulsory registration with the Engineering

- Council of South Africa (ECSA) as an Engineering Technician. Experience in technical design and analysis. Extensive computer-aided design (CAD) and related engineering application experience. Excellent communication skills (both written and verbal), good report writing and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team.
- DUTIES** : Provide technical services and support in a design drawing office environment. Produce and edit civil engineering designs and drawings. Work independently as well as in teams assisting engineers and technologists. Promote safety in line with statutory and regulatory requirements. Ensure quality of technical designs and drawings in line with standards and specifications. Compile and submit reports as required. Provide guidance and mentorship for Graduate trainees and candidate technicians. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters.
- ENQUIRIES APPLICATIONS** : Mr. V Monene Tel No: (012) 336 7842 / Mr D Johnson Tel No: (012) 336 8201
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection unit
- POST 35/58** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 131023/16**
Branch: Infrastructure Management: Central Operation
Div: Civil Engineering
- SALARY** : R353 013 – R531 117 per annum, (all-inclusive OSD packages), (offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Free State
: A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification Engineering Technician experience required. The disclosure of a valid unexpired driver's license. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. Knowledge of programme and project management. Knowledge of technical design and analyses of dams and canals. Significant dam engineering experience related to design, construction, management, operation, maintenance, and safety of dams with a safety risk. Knowledge of the water sector and relevant legislation (including but not limited to Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Knowledge of computer-aided engineering applications including relevant computer software. Technical report writing, networking, and professional judgement. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.
- DUTIES** : Render technical services and support. Provide inputs in engineering drawings, research, design, manufacturing, operations and maintenance to the Area Offices and Scheme Offices. Assist Control Engineering Technicians and associates in the field, workshop and technical office activities and appraisals for technical reports, Business and Demand Plans. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections, site meetings, compilation, and submission of progress reports. Development of Condition Assessment and Civil Maintenance Inspections. Address breakdowns and perform fault findings. Optimize the life cycle of equipment. Initiate maintenance/refurbishment projects. Technical support for Dam Safety Rehabilitation Projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and

proposals together with verifying and certifying invoices for payment from contractors and Public Service Providers. Execute cost analysis and feasibility studies for new and refurbished equipment. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement, and maintain databases. Supervise technical personnel and control strategic infrastructure.

ENQUIRIES : Mr SM Segalo Tel No: (051) 405 9000
APPLICATIONS : Central Operation (Free State): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein.

FOR ATTENTION : Ms NSM Maloka

POST 35/59 : **SURVEY TECHNICIAN PRODUCTION GRADE A – C REF NO: 131023/17**
 Branch: Infrastructure Management: Central Operation
 Div: Maintenance

SALARY : R353 013 – R531 117 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)

CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma in Survey or Cartography. Three (3) years post-qualification survey experience in technical survey Topographical, Hydrographical, Cadastral, Engineering Surveys for design and construction, Precise Deformation, Aerial and Survey ground control and Control surveys. Compulsory registration with the South African Geomatics Council (SAGC) as a Survey Technician/Surveyor. The disclosure of a valid unexpired driver's license. Knowledge of GPS, echo sounders (Hydrographic system), total stations, and levels. Computer literacy with proven computer skills in respect of operating systems; CAD and Survey calculation packages in particular Model Maker, Surpac, and MS Office, Hypack and Trimble Business Centre. Experience in boat handling and outboard motors will serve as an added advantage.

DUTIES : This post requires a qualified person to perform Topographical, Hydrographical, Deformation, other surveys and ad hoc tasks. Able to take control of survey teams in the field. Make use of computer equipment to produce final maps and reports. Perform duties away from the office and must be able to travel excessive distances. Able to work under pressure to provide survey reports and final drawings within the prescribed time frame. Good communication skills to communicate with the public, colleagues, and clients.

ENQUIRIES : Mr LI Radebe Tel No: (051) 405 9000
APPLICATIONS : Central Operation (Bloemfontein): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein.

FOR ATTENTION : Ms NSM Maloka
NOTE : Candidates may be subjected to a skills and knowledge test.

POST 35/60 : **ARTISAN FOREMAN GRADE A REF NO: 131023/18**
 Branch: Infrastructure Management: Central Operation
 Div: Civil Maintenance

SALARY : R344 811 per annum, (all-inclusive OSD salary package)
CENTRE : Free State: Gariep Dam
REQUIREMENTS : Appropriate Trade Test Certificate. The disclosure of a valid unexpired driver's license. Five (5) years post qualification experience required as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Knowledge of Technical analysis. Computer-aided applications. Knowledge of technical report writing. Team Leadership. Production, process knowledge and skills. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal

		and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.
<u>DUTIES</u>	:	Supervise technical design and production of civil technical services. Supervise and produce design according to specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognized standards. Supervise the maintenance of civil technical services. Repair civil structures and facilities according to standards. Repair civil structures and facilities against specifications. Service civil structures and facilities according to schedule. Perform administrative and related functions. Update register on maintained and repaired faults. Compile and submit reports as required. Provide inputs to the civil maintenance plan. Ensure adherence to safety standards, requirements, and regulations. Human Capital resource management. Supervise and mentor staff. Plan resources available and schedule maintenance work.
<u>ENQUIRIES</u>	:	Mr. SM Segalo Tel No: (051) 405 9000
<u>APPLICATIONS</u>	:	Free Strate/Gariep Dam: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein.
<u>FOR ATTENTION</u>	:	Ms NSM Maloka
<u>POST 35/61</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: 131023/19</u> Branch: Provincial Operation: Mpumalanga Dir: Regulations, Compliance and Monitoring SD: Water Services Regulation
<u>SALARY</u>	:	R310 767 – R531 117 per annum, (all-inclusive OSD packages), (offer will be based on proven years of experience)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management / Natural Sciences. Two (2) years' experience in drinking and wastewater environment post obtaining a qualification will be an added advantage. The disclosure of a valid unexpired driver's license. Computer skills including MS Office (Word, Excel, PowerPoint). Good presentation and communication skills. Good understanding of the National Water Act 1998, Water Services Act 1997, Environmental legislations such as NEMA and other related legislations. A good understanding of the functioning of water and wastewater treatment works. Willingness to travel extensively.
<u>DUTIES</u>	:	Perform detailed inspections of water and wastewater treatment plants and compilation of inspection reports. Investigation of water quality and wastewater treatment plants and compilation of inspection reports. Investigation of water quality and wastewater quality failures and pollution incidents and compilation of reports. Monitoring of drinking water quality and wastewater effluent quality and issuing of non-compliance letters. Implementation and support of the National Blue and Green Drop Program within water services authorities and monitoring of compliance and progress. Evaluation and providing comments on the environmental impact assessment reports and Environmental Management Plans.
<u>ENQUIRIES</u>	:	Ms KV Mubva Tel No: (013) 759 7435 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335
<u>APPLICATIONS</u>	:	Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag x11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela, 1200.
<u>FOR ATTENTION</u>	:	Ms FM Mkhwanazi
<u>POST 35/62</u>	:	<u>STATE ACCOUNTANT REF NO: 131023/20</u> Branch: Provincial Operation: Western Cape
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A National Diploma / Bachelor's Degree in Financial Management or relevant 3-year qualification. One (1) year relevant Management Accounting experience. Knowledge and understanding of financial Legislation, policies,

practices, and procedures. Knowledge and understanding of financial prescripts such as DORA. Knowledge of Treasury Regulations and PFMA. Working knowledge of BAS system. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Framework for managing performance information. Problem solving and analysis. People and diversity management. Client Orientation and Customer Focus. Good communication skills. Accountability and ethical conduct. Good presentation skills.

DUTIES : Assist in the Compilation of Demand Management plan for Budget Holders. Responsible for Budget Capturing and requesting financial reports on BAS. Perform Finance projects For WSIG and RBIG programs in the Region. Drive the budget process (ENE, AENE, MTEF and Rollovers) for the Region. Supervise and evaluate personnel. Handling of audit queries. Compile and submit Budget reports to the National Office. Compilation of cash flow of earmarked funding. Identification, Correction and Prevention of Misallocations and Misclassifications. Perform BAS, LOGIS and PERSAL reconciliation.

ENQUIRIES APPLICATIONS : Mr E Mahasela Tel No: (021) 941 6091
: Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr V Mzimba

POST 35/63 : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 131023/21**
Branch: Water Resource Management
Dir: Resource Quality Information Services
SD: Analytical Services

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Roodeplaat Dam
: A National Senior Certificate or Grade 12 Certificate (with Mathematics / Mathematics Literacy). Six (6) to Ten (10) years of experience in a laboratory environment. Computer Literacy. Knowledge of OHS. Knowledge of ISO 17025.

DUTIES : Preparation, supply, and coordination of transport for sampling material that is to be sent to various water Monitors. Must be able to do material checks and ensure that routing of material is done on time and that all printing of tags and schedules for each monitor are up to date and correct. Assist in management of client requests for sampling material and its routing. Must be able to create worksheets ensuring that all logged samples are batched as per different analyzing groups. Must be able to log samples on Water Management System (WMS). Must be able to handle problem sample queries and resolving them by doing logs and re-checks on WMS and Laboratory Information Management System (LIMS). Prepare filter papers and fill Lugol and ethanol to glass bottles and will also be expected to pack Petri dishes. The seniority of the post requires the incumbent to lead in stock taking. Assist in Quality Controls that are part of SANAS accreditation standards, thus basic understanding of ISO 17025 is important.

ENQUIRIES APPLICATIONS : Ms V Sigonyela at (081) 316 0338
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. 0001.

FOR ATTENTION : Planning, Recruitment & Selection Unit

POST 35/64 : **COMMUNITY DEVELOPMENT PRACTITIONER REF NO: 131023/22**
Branch: Provincial Operation: Free State
Dir: Water and Sanitation Support Services
Sector Collaboration and IGR

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Bloemfontein
: A National Diploma or Bachelor's Degree in Social Science / Community Development / Development Studies. The disclosure of a valid unexpired driver's license. Computer proficiency. One (1) to (3) three years' experience in the management of projects and programmes. One (1) to (3) three years'

experience in the public service/ stakeholder management and community development. Good communication skills both (verbal and written). Liaison, interpersonal, presentation, report writing and networking skills. Sound knowledge of the principles of community development and service delivery. Knowledge of Water Services Act. Willingness to travel extensively and work long hours.

DUTIES : Support, coordinate and participate in public education programmes. Coordinate the involvement of Water and Sanitation Forums in DWS programmes. Coordinate capacity-building sessions for Water and Sanitation Forums. Investigate community water provision and related water sector complaints. Engage municipalities and update the weekly water and sanitation services monitoring report. Conduct provincial public education programmes. Assist municipalities to establish and coordinating Project Steering Committees for DWS funded projects. Participate and represent the Department at IGR Forums and DDM.

ENQUIRIES APPLICATIONS : Mr MA Mamabolo Tel No: (051) 405 9000
: Free State (Bloemfontein): Please forward your application quoting the relevant reference number to The Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand delivery at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second Floor.

FOR ATTENTION : Ms L Wymers

POST 35/65 : **WATER CONTROL OFFICER REF NO: 131023/23**
Branch: Infrastructure Management: Central Operation

SALARY CENTRE REQUIREMENTS : R241 485 per annum (Level 06)
: Mooirivier (Boskop Dam)
: A Senior / Grade 12 Certificate. Appropriate experience within the field of water distribution for the period of at least one (1) to three (3) years as a Water Control Aid will serve as an added advantage. The disclosure of valid unexpired driver's license. Mathematical literacy as a passed subject will serve as an added advantage. Experience in internal water control courses will serve as an added advantage. Knowledge in controlling and managing the water distribution for Government Waterworks. Understanding policy implementation, monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety Act. Disciplinary knowledge in public administration. Knowledge in flood control. Understanding of government legislations, policies, and procedures.

DUTIES : Control and monitor the release and distribution of water. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply Health and Safety regulations within the Water control division. Assist with evaluation of work performance of subordinates. Conduct routine dam safety inspections and dam management in line with dam safety regulations. Conduct routine mechanical maintenance. Conduct administration functions within the section.

ENQUIRIES APPLICATIONS : Mr TM Rantekane Tel No: (018) 294 9320
: Mooiriver Boskop Dam: Please forward your application quoting the relevant reference number to: The Area Manager: Department of Water and Sanitation, Private Bag X936, Potchefstroom, 2520.

FOR ATTENTION : Ms. M Maduna

POST 35/66 : **FINANCE CLERK: PRODUCTION REF NO: 131023/24**
Branch: Provincial Operation: Western Cape

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Bellville
: A Senior / Grade 12 certificate or equivalent qualification. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge Management. Problem solving and Analysis. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and ethical conduct.

DUTIES : Receive invoices, stamp, and Record on Invoice register. Check and Capture transactions on PERSAL. Check and capture Sundry Payments, receipts, and Journals on BAS. Request reports on PERSAL and BAS. Monitor outstanding S&T advances. Be responsible for Cashier functions. Safekeeping of cash and checking of Petty cash issued. Replenish Petty Cash when required. Be responsible for Payroll administration. Distribution of Salary and supplementary Payslips to Officials, Update Registers, compile sundry payments for big creditors, Batch control. Ensure monthly statements for creditors are reconciled. Compile monthly reports.

ENQUIRIES APPLICATIONS : Ms S Kapela Tel No: (021) 941 6318
: Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr V Mzimba

POST 35/67 : **SECURITY OFFICER REF NO: 131023/25**
Branch: Infrastructure Management: Central Operation

SALARY CENTRE REQUIREMENTS : R171 537 per annum (Level 04)
: Vaal Dam Pump Station
: A Senior / Grade 12 certificate, Grade C security certificate. National Key Point (NKP) training. The disclosure of a valid unexpired driver's license. One (1) to three (3) years' experience in the security industry. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g., MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Knowledge of Health and Safety. Sound knowledge, interpretation, and application of security code of conduct, security legislations and directives. Good listening, communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Analytical thinking, problem-solving, ability to handle conflict and excellent report writing skills. Able to work under pressure.

DUTIES : Perform NKP access control functions. Ensure security/safety in the building and the premises. Ensure the prohibition of unauthorized removal of equipment, documents and stores from building or premises. Ensure all incidents are recorded in the occurrence books /registers. Operate control room security equipment. Arrest transgressors at the National Key Point.

ENQUIRIES APPLICATIONS : Mr. C Mokone Tel No: (016) 371 3034
: Central Operation (Vaal Dam): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X02, Deneysville, 1932 or hand deliver to Vaal Dam Plot 1 Mackenzie Street Deneysville 1932.

FOR ATTENTION : Simon Mbongo/ Madzivhadela

POST 35/68 : **GENERAL FOREMAN (CIVIL) REF NO: 131023/26**
Branch: Infrastructure Management: Central Operation

SALARY CENTRE REQUIREMENTS : R171 537 per annum (Level 04)
: Free State (Gariiep Dam): Orange Fish Tunnel
: Grade 8. One (1) to Two (02) years' experience. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Knowledge of Technical analysis. Computer-aided applications. Knowledge of technical report writing. Team Leadership. Production, process knowledge and skills. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.

DUTIES : General maintenance and repairs in bulk water infrastructures and construction environments. Basic repairs to damaged equipment. Refer equipment to other service providers for repairs. Conduct general routine inspections and general maintenance of grounds and equipment. Supervise cleaning of buildings and structures including tunnels. Supervise subordinates

on a regular basis. Keep water measurement structures and surroundings clean, and report defects. Ensure equipment and grounds are in good condition. Keep records and job cards of maintenance work.

ENQUIRIES APPLICATIONS : Mr SM Segalo Tel No: (051) 405 9000
Free State (Gariep Dam): Orange Fish Tunnel: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein.

FOR ATTENTION : Ms NSM Maloka

POST 35/69 : **DRIVER REF NO: 131023/27**
Branch: Water Resource Management
Dir: Resource Quality Information Services

SALARY CENTRE REQUIREMENTS : R147 036 per annum (Level 03)
Roodeplaat Dam
A Grade 10 certificate or equivalent qualification. Code 10 driver's license with two (2) to three (3) years' experience in driver / messenger services. Knowledge of organisational policies and procedures. Basic knowledge of government regulations, practice notes, circulars, and policy frameworks. Ability to work under pressure and meet deadlines. An understanding and commitment of government objectives, policies and programmes. Good client orientation and customer focus. Knowledge of process flow. Communication and writing skills needed as well as ability to work in a team.

DUTIES : Responsible for transporting of personnel. The delivery and collection of documents and passengers. Function in accordance with applicable legislative requirements. Routine maintenance of vehicles. Routine inspection on visible defects around the exterior of the vehicles. The monitoring of various fluid levels. Monitor the utilization of vehicles in the absence of Transport Clerk. Attend to special requests. The recording of fuel and fluids levels. The recording of operations of the vehicles. The periodic checks on vehicle maintenance standards. Ensure the safekeeping of vehicles.

ENQUIRIES APPLICATIONS : Ms G Gafane Tel No: (012) 808 9500 / 060 571 3362
Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION NOTE : Planning, Recruitment & Selection Unit
The successful candidate will be subjected to a driving test.

POST 35/70 : **SECURITY OFFICER REF NO: 131023/28**
Branch: Corporate Support Service
Dir: Security Management

SALARY CENTRE REQUIREMENTS : R147 036 per annum (Level 03)
Pretoria Head Office
A Senior / Grade 12 certificate. PSIRA Grade C certificate as compliance to Private security regulatory authority. Two (2) to three (3) years' experience in the field of Security industry. Knowledge of access control (control of access to public premises and vehicle Act), movement of equipment or assets and stores. Knowledge of prescribed security procedures e.g., MISS, MPSS, Protection of information Act and Security related legislations/ regulations. Knowledge of emergency procedures.

DUTIES : Perform access control functions by controlling access and egress and determining whether visitors have appointments or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the access control register is controlled, and issue control documents/cards as required. Escort visitors to the relevant employees/venues where required. Operate X-Ray machines in performance of access control to detect unauthorized and dangerous equipment e.g., firearms and dangerous objects) where required. Ensure that unauthorized persons and dangerous objects do not enter the building/premises. Perform proper lockups for all offices and access points. Identify suspicious conduct. Follow up on incidents. Report all the identified security breaches and non-compliance to the supervisor. Ensure safety in the building and the premises through undertaking building and the

premises patrol to identify and check that doors are locked and unlocked as required, water leaks and taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from, for instance chemicals. Lights, on and off as required, suspicious objects and packages. Apply emergency procedures (in situation like bomb scares, riots etc.) and alert emergency services department management. Monitor and respond to the alarm system. Ensure that equipment/assets and documents do not leave or enter the building or premises unauthorized. Records should be in place by completing or ensuring that registers. to control the movement of the equipment, stores and documents are completed. Ensure that no equipment/assets and documents of the department leave the building/premises unauthorized. Inspect vehicles entering and leaving the premises. Gather information and report on missing or stolen equipment and assets. Handle documents and point of entry according to classification and the prescripts. Ensure that all incidents are recorded in the occurrence book/register by handling incident reports according to classification and prescript. Operate control from room security equipment through monitoring of all movements e.g. Events and activities within the department's premises using CCTV equipment. Ensure that security systems are in good working condition. Immediately report all incidents monitored, report to the supervisor. Monitor all access points for effective access control. Report all identified non-compliance to security policy and procedure to improve office security. The successful candidate would be required to work shifts night shifts including weekends and public holidays.

ENQUIRIES
APPLICATIONS

- : Mr. M Buys Tel No: (012) 336 8321
- : Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
- : Planning, Recruitment and Selection unit

FOR ATTENTION

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

- APPLICATIONS** : The Director-General, Department of Women, Youth and Persons with Disabilities Private Bag X931, Pretoria, 0001, or hand delivered at 268 Lilian Ngoyi, Street, Fedsure Forum Building, 1st floor, Pretoria CBD.
- FOR ATTENTION** : Mr Amukelani Misunwa at 083 406 1486
- CLOSING DATE** : 13 October 2023
- NOTE** : Applications must be submitted on the new Z83 form, which can be downloaded <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. South African applicants need not provide passport numbers. Candidates must respond “yes” or “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If “yes”, details thereof must be attached to the application. It is acceptable for an applicant to indicate “not applicable” or leave blank to the question “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?” Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed and signed Z83 and a detailed Curriculum Vitae. The communication from HR of the Department regarding the requirements for 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. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants’ personal information and will only collect, use, and retain applicants’ personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of this post, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities. Appointment(s) will only be made on the first notch of the advertised salary level.

OTHER POST

- POST 35/71** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: DWYPD/029/2023**
- SALARY** : R424 104 per annum (Level 09), basic salary, plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree/ National Diploma in Strategic Management or equivalent NQF 6 qualification. Minimum of 4 years’ operational experience of which 2 years’ must be at supervisory level. Proven experience in Public Service

administration; Office Administration in executive level; Strategy Management support. Knowledge: departmental policies and applicable protocols and departmental governance framework and mandate; Administrative computer package; MISS and Public service prescripts on office and information. Skills: effective written and verbal communication, basic numeracy, computer literacy, particularly in MS Office suite and intranet, interpersonal relations, Excellent Planning and Organisation skills. Personal attributes: ethical behaviour, ability to work under pressure, emotional intelligence, ability to maintain confidentiality of information, Honesty and integrity, passion and achievement driven, respect for copyrights/aversion to plagiarism.

DUTIES

: Provide support on the development of the departmental strategy and Annual Performance plans– Provide support on the arrangements for the convening of Department strategic planning sessions; Consolidate inputs from programs for the development of the departmental strategic plan; Provide support on the development of the draft strategic plan; Co-ordinate sessions with programmes for the development and review of Annual Performance Plans; and Initiate the procurement process for the printing of the final Departmental Strategic Plan and Annual Performance Plans. Provide support on the development of the departmental operational plan. Consolidation of the branches' operational plans onto the departmental plan; Quality assurance of the departmental operational plan; Analysis on the alignment of the departmental operational with strategic plan and annual performance plan; Coordinate and facilitate approval of the departmental operational plan. Provide support on the reporting process of programmes- Support programmes on quarterly reporting process; Consolidate quarterly reports from programmes; Provide support on the analysis of quarterly reports from programmes; Support the Directorate Strategic Planning and Reporting on the development of the overall departmental performance report. Provide administrative support to the Chief Directorate- Provide document management service to the Directorate; Compile draft submissions and other correspondences for in the Directorate; Co-ordinate the submission of departmental performance reports to the National Treasury and other entities.

ENQUIRIES

: Ms Ntombifuthi Mahlobo at 060 978 1770