



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 04 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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CENTRE FOR PUBLIC SERVICE AND INNOVATION

- APPLICATIONS** : Applications should be hand-delivered to Centre for Public Service Innovation at Batho-Pele House (inside DPSA) 546 Edmond Street, Arcadia, Pretoria, 0007 (Applications received after closing date will not be considered) or e-mail to Recruitment@cpsi.co.za Faxed applications will not be considered.
- CLOSING DATE** : 19 February at 12:00
- NOTE** : It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference. Applications quoting the correct reference number must be completed on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Each application for employment form (Z83) must be fully completed (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV is attached), signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applications using the incorrect application form (old Z83) will not be considered. All applications must be accompanied by fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications on or before the day of the interview following communication from Human Resources. Reference checks will be done during the selection process. 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.

INTERNSHIP 2024/25

The Centre for Public Service Innovation (CPSI) is committed to youth skills development by providing graduates with opportunities to gain work experience to complement their studies or immediately after completing their studies. Applications are invited for Internship position from promising graduates. The Internship programme will run for a period of twenty-four (24) months with no option for extension.

OTHER POST

- POST 04/01** : **LEGAL SERVICES REF NO: 0001/2024**
- STIPEND** : R7 043.25 per month (The CPSI will pay a monthly stipend, based on the qualifications, and determine by Directive on Internship Programme)
- CENTRE REQUIREMENTS** : Pretoria, Arcadia
- DUTIES** : An undergraduate degree in law
An undergraduate degree in law. The successful Intern will be exposed to the drafting of legal opinions, litigation matters; contracts and the drafting, processing and the interpretation of legislation related to the public administration. Personal Profile Basic skills that Interns should possess include office management; computer literacy; interpersonal skills; time management; teamwork; competencies focusing specifically on the public service and communication skills.
- ENQUIRIES** : Tshepo Buthelezi Tel No: (012) 683 2817/04

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

APPLICATIONS

- : Direct your application using the address indicated below:
- Gauteng Provincial Office: Address:** The Provincial Head: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Kruijs Street, Johannesburg.
- Mpumalanga Provincial Office: Address:** The Provincial Head, Private Bag X11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit 1200.
- Limpopo Provincial Office: Address:** The Provincial Head, Private Bag X9526, Polokwane 0700 or hand deliver 92 Bok Street, Polokwane, 0700.
- Western Cape Provincial Office: Address:** The Provincial Head: Private Bag X9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5th Floor, Norton Rose House Building, Cape Town, 8000.
- KwaZulu-Natal Provincial Office: Address:** Interested applicants must submit their applications for Candidate Attorney Programme to the Justice offices / Magistrate's Courts where the position they are applying for is advertised. The Provincial Head, Private Bag X54372, Durban 4000 or hand deliver to Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban.
- North West Provincial Office: Address:** The Provincial Head, Department of Justice and Constitutional Development, Private Bag X2033, Mmabatho, 2735 or hand deliver to Provincial Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng.
- Eastern Cape Provincial Office: Address:** The Provincial Head, Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200.
- Free State Provincial Office: Address:** The Provincial Head, Private Bag X20578, Bloemfontein 9300, or hand deliver to Physical Address: 53 Colonial Building Charlotte Maxeke Street Bloemfontein 9300.
- Northern Cape Provincial Office: Address:** Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7th Floor.

CLOSING DATE

: 19 February 2024

NOTE

: The Department of Justice and Constitutional Development (DOJ&CD) invites all the unemployed graduates to gain workplace experience in their respective field of study. Interested applicants must submit their applications for Candidate Attorney 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, 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 pre-employment security screening will be conducted on RSA citizenship, credit record and verification of qualification. The outcome of this screening will be considered to determine suitability for employment. The DOJ&CD is an equal opportunity employer and candidates with disability are encouraged to apply. Who should apply? Unemployed South African graduates with a Bachelor of Laws (LLB), who have not previously participated in any internship programme or Candidate Attorney Programme. These Candidate Attorney Programmes are based in all Provinces. Candidates who wish to apply for Candidate Attorney outside their respective Provinces must be able to find their own accommodation considering that they will not be earning a salary but only a stipend. Separate applications must be made for each Office which you are applying for and quoting the relevant reference number for the office of your choice. Successful applicants will be placed in a post of Candidate Attorney, at the Centre of their choice for a period of 24 months and remunerated a stipend as follows:

CANDIDATE ATTORNEY PROGRAMME 2024/26**OTHER POSTS****POST 04/02**

: **CANDIDATE ATTORNEY PROGRAMME 2024/2026**
(Duration 24 Months)

STIPEND CENTRE

: R7000.00 per month
Gauteng Provincial Office:
Johannesburg State Attorney Ref No: GPCA 1
Pretoria State Attorney Ref No: GPCA 2

REQUIREMENTS ENQUIRIES

: Bachelor of Laws (LLB)
Ms Rachel Moabelo Tel No: (011) 332 9019

POST 04/03 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026 REF NO: MPCA**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : Mpumalanga Provincial Office: Nelspruit State Attorney
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Ms KN Zwane Tel No: (013) 753 9367 or Ms Sedibe E Tel No: (013) 753 9370

POST 04/04 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : Limpopo Provincial Office:
Polokwane State Attorney Ref No: LMPCA 1
Thohoyandou State Attorney Ref No: LMPCA 2
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Ms Mongalo MP Tel No: (015) 287 2037
Ms Lamola V Tel No: (015) 287 2035
Ms Manyaja M Tel No: (015) 287 2026
Mr Mongwe PM Tel No: (015) 287 2034
Mathosa M Tel No: (015) 287 2147

POST 04/05 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026 REF NO: WCCA**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : Western Cape Provincial Office: Cape Town State Attorney
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Ms L Keyster Tel No: (021) 462 5471 or Ms R Hendricks Tel No: (021) 462 5471

POST 04/06 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026 REF NO: KZNCA**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : KwaZulu Natal Provincial Office: Durban State Attorney
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077 and Mtolo Mduduzi
Tel No: (031) 372 3076

POST 04/07 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026 REF NO: NWCA**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : North West Provincial Office: Mafikeng State Attorney
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Mr Moseje B Tel No: (018) 397 7057 or Mr Bothole T Tel No: (018) 397 7111

POST 04/08 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : Eastern Cape Provincial Office:
Mthatha Ref No: ECCA 1
East London State Attorney Ref No: ECCA 2
Port Elizabeth State Attorney Ref No: ECCA 3
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Dr M Feni Tel No: (043) 702 7029 Ms. N Dyani Tel No: Tel No (043) 702 7015 Mr A Ziqu Tel No:
Tel No (043) 702 7003 or Mr P Hattingh Tel No: Tel No (043) 702 7000

POST 04/09 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026 REF NO: FSCA**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : Free State Provincial Office: Bloemfontein State Attorney
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Ms Letsela D Tel No: (051) 407 1831

POST 04/10

: **CANDIDATE ATTORNEY PROGRAMME 2024/2026 REF NO: NCCA**
(Duration 24 Months)

STIPEND

: R7000.00 per month

CENTRE

: Northern Cape Provincial Office: Kimberly State Attorney

REQUIREMENTS

: Bachelor of Laws (LLB)

ENQUIRIES

: Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802 1317(66)

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

OTHER POSTS

- POST 04/11** : **DEPUTY DIRECTOR: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: DD: R&LEDC**
- SALARY** : R811 560 per annum
CENTRE : Pretoria
REQUIREMENTS : Undergraduate qualification (NQF7) in Development Studies / Accounting Sciences / Agriculture & Environmental Sciences / Economic & Management Sciences / Human Sciences / Science / Public Administration / Engineering & Technology as recognised by SAQA. 6 years experience of which 3 must be at a supervisor (Assistant Director) level within the Regional and Local Economic Development Environment. Knowledge of the Local Government sector and applicable legislation/s. Valid drivers license. Have proven competencies: Communication (Verbal and Written), Programme & Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation, Stakeholder Relations, Planning and Organising Skills.
- DUTIES** : Develop policies, strategies, plans (including project plans) and programmes that will enhance the competitiveness of regional and local economies. Collaborate with districts and municipalities during the implementation of small business portfolio programmes, which includes, amongst others: Managing priority projects and stakeholder relations. Provide technical support to provinces and municipalities in the implementation of economic development strategies. Manage the operations and resources of the sub-directorate in line with relevant prescripts. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan. Candidates must submit applications to applications2@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: "DD: R&LEDC"
- CLOSING DATE** : 16 February 2024 at 16h00. Applications received after the closing date will not be considered.
- POST 04/12** : **ASSISTANT DIRECTOR: DEMAND & ACQUISITION MANAGEMENT – BID ADMINISTRATION**
- SALARY** : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelors Degree (NQF7) in Supply Chain Management /Procurement/Public Management/ Financial Management / Contract Management / Purchasing Management or related as recognised by SAQA. 3 years related experience in supply chain management (demand and acquisition and bid administration) environment on supervisory level. Have proven competencies: Communication (verbal and written), Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Contract Management and Attention to detail.
- DUTIES** : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement, and maintain supplier database. Coordinate (synergise), review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations and source quotations from the database according to the threshold values determined by the National Treasury. Communicate with stakeholders (Written and verbal) and give detailed advice on procedural and technical related matters in respect of Supply Chain Management (Demand and Acquisition and Bid Administration) policies and procedures to ensure compliance. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan. Candidates must submit applications to applications3@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO ASD: D&E AMBA"
- CLOSING DATE** : 16 February 2024 at 16h00. Applications received after the closing date will not be considered.