



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 34 OF 2023

DATE ISSUED 22 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 TOURISM:** Kindly note that the post of Deputy Director: Strategic Sector Partnerships with Ref No: DT 20/2022 which was advertised in Public Service Vacancy Circular 19 dated 27 May 2022 is withdrawn.

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 09 October 2023 at 16:00

NOTE

: 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). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates 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. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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.

MANAGEMENT ECHELON

<u>POST 34/01</u>	:	<u>DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES</u> <u>REF NO: 3/2/1/2023/619</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Limpopo (Polokwane) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Cost and Management Accounting / Financial Management / Accounting / Public Finance / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / Management (Logistics/ Supply Chain Management) (NQF Level 7). Minimum of 5 years' experience in middle / senior managerial level in the relevant environment. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principles. Treasury Regulations. Generally Reviewed Accounting Principles. Job related skills: Computer literacy. Communication skills (verbal and written). Management skills. Project management skills. Analytical skills. A valid drivers' licence.
<u>DUTIES</u>	:	Ensure compliance to financial management standards by adhering to policies and guidelines. Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regards to finance on an on-going basis. Develop policies, systems, procedures, and processes for effective implementation of financial accounting and reporting services. Oversee financial support services. Manage financial accounting of the Department. Manage the departmental budget. Manage salaries and payroll. Maintenance of financial systems. Oversees supply chain, facilities and office administration. Manage the demand management plan and acquisition of goods, services and assets. Provide logistics and transport services. Provide asset and facilities management. Oversee financial management support services to the departmental Entities. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Shai Tel No: (015) 495 1954 Application can be submitted by post to Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
<u>NOTE</u>	:	It is the department's intention to increase representativity of females and persons with disabilities at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities
<u>POST 34/02</u>	:	<u>DIRECTOR: ADMINISTRATION AND DOCUMENT MANAGEMENT REF NO: 3/2/1/2023/626</u> Directorate: Administration and Document Management
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree / Advanced Diploma in Public Management / Public Administration / Business Administration. Minimum of 5 years of experience in middle / senior managerial level at administration environment. Job related knowledge: Knowledge of the public service systems and legislation governing public service delivery. Job related skills: Computer literacy skills. Communication skills (verbal and written). Report writing skills. Financial management skills. Project management skills. Organising and planning skills. Document management skills. A valid driver's licence. Ability to work under pressure, meet deadline and work within a team.
<u>DUTIES</u>	:	Develop frameworks, procedures and policy. Develop the policy and ensure that it is being implemented by staff at all times. Monitor the implementation and adherence of the Public Finance Management Act (PFMA), DPSA Directives, Archives and National Treasury Regulations. Monitor the provision

of financial administrative support services. Manage financial and administrative services. Manage supply chain management services. Manage general administration functions. Manage and supervise the overall functioning of community liaison and enquiry management in the office of the Director-General. Manage the flow of the queries from the office of Director-General and Ministry. Manage and supervise the overall functioning of documentation in the Office of the Director-General. Manage documents flowing in and out of the Office of the Director-General. Monitor instructions emanating from documents. Attend to classified documents according to the security standards. Compile submissions reports as required. Monitor the provision of administrative support services. Consolidate management information frequently. Monitor that all training activities are communicated to Human Resource Development (HRD). Verify that procurement procedures are followed at all times. Ensure that the activities of the Chief Directorate are coordinated daily. Ensure that there is compliance with the prescripts as contemplated with PFMA at all times. Manage the performance of officers reporting to him or her and compile performance contracts continuously. Compile reports and statistics on a monthly basis. Manage and supervise asset management of the Department. Ensure control and management of assets of the Department.

- ENQUIRIES** : Ms A Stevens Tel No: (012) 312 9667
- 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** : It is the department's intention to increase representativity of females and persons with disabilities at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.

OTHER POSTS

- POST 34/03** : **CHIEF PROFESSIONAL SURVEYOR REF NO: 3/2/1/2023/621**
Directorate: Coordination of State and Land Reform Surveys
- SALARY** : R990 747 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Kwazulu-Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Land Surveying / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Land Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence.
- DUTIES** : Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives.

Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Ms N Monyake Tel No: (033) 355 2900
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : Coloured Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 34/04** : **CHIEF ENVIRONMENTAL SPECIALIST REF NO: 3/2/1/2023/618**
Directorate: Disaster Technical Tools and Systems
- SALARY** : R958 824 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Environmental Science / Natural Science. Minimum of 5 years' appropriate environmental planning or natural resources management experience. Appropriate experience in environmental planning and management. Job related knowledge: Policy and legislation governing national environmental management. Knowledge of integrated development planning process and its relevance to environmental management. Knowledge of government systems and structures. Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Skills Development Legislation. Job related skills: Communication skills (verbal and written). Interpersonal relations skills. Computer literacy. Project management skills. Problem solving skills. Presentation and facilitation skills. Budget management skills. Financial management skills. A valid driver's licence and willing to travel extensively. Ability to work under pressure.
- DUTIES** : Manage proactive assessment of agricultural land prone to environmental degradation. Establish a list of farms / state land and / or smallholder land prone to environmental degradation. Involve all relevant stakeholders to ensure legitimate property access. Manage implementation of environmental rehabilitation projects. Establish project management steering committee. Recruit community project workers and / or project implementation service provider. Commission project procurement in line with Demand Management Plans / Procurement Plans. Monitor project progress. Disseminate information and advice to Sub-Directorates: Risk Analysis as well as Environmental Training and Awareness. Establish project management steering committee. Recruit community project workers and / or project implementation service provider. Commission project procurement in line with Demand Management Plans / Procurement Plans. Monitor project progress. Represent the Department In relevant fora and provide environmental advisory service to management and other Branches support disaster management efforts.

- Establish project management steering committee. Recruit community project workers and / or project implementation service provider. Commission project procurement in line with Demand Management Plans / Procurement Plans. Monitor project progress.
- ENQUIRIES APPLICATIONS** : Ms A Ntsala Tel No: (012) 319 7308
- 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, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 34/05** : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2023/629**
Directorate: District Office
- SALARY** : R958 824 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : KwaZulu-Natal (Richards Bay)
- Applicant must be in possession of 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 at junior management level. Job related knowledge: Land Reform: Provision of and 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 and Disposal Policy. Beneficiary Selection and Land Allocation Policy. 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 licence. Willingness to travel.
- DUTIES** : Coordinate the acquisition of strategically located land aligned to the National Imperatives. Provide support to District Offices on the identification and acquisition of strategically located land suitable for acquisition by the State. Maintain and update project register of all suitable land acquisition for the State. Facilitate mapping and overlaying of the identified land with key commodities. Manage the assessment and valuation of identified properties. Align acquired land to other departmental interventions and programmes. Provide support on land acquisition approval process through relevant structures. Monitor updates of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Facilitate the selection of suitable candidates and allocation of land. Ensure quality assurance and information management services between District, Provincial and National offices. Ensure that the land allocation process is compliant to the Beneficiary Section Policy. Coordinate the selection process of beneficiaries for land allocation. Coordinate land allocation process through relevant approval structures. Facilitate proper handover of allocated land to Property Management. Provide land acquisition support services across districts including District Land Committees. Support 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. Ensure coordination of the transfer and registration process. Facilitate the appointment of Conveyancers. Facilitate signing of the deed of sale. Facilitate the signing of expedition letters. Facilitate the processing of payments.
- ENQUIRIES APPLICATIONS** : Mr N.S. Myeza Tel No: (035) 789 1035
- Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

<u>POST 34/06</u>	:	<u>SENIOR AGRICULTURAL ECONOMIST REF NO: 3/2/1/2023/617</u> Directorate: Marketing
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Agriculture (B Agric) Honours in Agricultural Economics or Bachelor of Science (BSc) Agric in Agricultural Economics. Minimum of 3 years' experience in Agricultural Economics environment. Job related knowledge: Good knowledge and understanding of agricultural marketing legislation, including the Marketing of Agricultural Products Act, 1996 (Act No. 47 of 1996) and the Agricultural Produce Agents Act, 1992 (Act No. 12 of 1992). Deep and broad practical understanding of the agricultural marketing environment. Good understanding of agricultural marketing and trade policies. Good understanding of the marketing linkages programmes. Basic knowledge of and ability to interpret international trade agreements. Practical knowledge and application of project management. Job related skills: Computer skills. Research and analytical skills. Planning and organizing skills. Statistical skills. Excellent report writing skills (develop memoranda, letters, submissions, etc). Communication skills (verbal and written). Presentation skills. Ability to interact with people at all levels of organisational structure. Interpersonal relations. A valid driver's licence.
<u>DUTIES</u>	:	Conduct and / or manage analyses of various agricultural commodities. Develop and / or update commodity value chain profiles. Publish and disseminate update commodity value chain profiles to targeted clients. Develop, publish and disseminate grain markets early warning reports. Update, publish and disseminate input market analysis reports to targeted clients. Facilitate the establishment and operation of Value Chain Round Tables (VCRTs) and the Marketing Forums. Guide and assist relevant stakeholders in the process of establishment of VCRT's. Facilitate sittings of the VCRTs and Marketing Forum. Report on the activities of the VCRTs and Marketing Forum. Manage the analysis / identification of economic questions / challenges pertaining to the implementation of the Marketing of Agricultural Products (MAP) Act and the Agricultural Produce Agents (APA) Act. Analyse market development that may have an impact on the implementation of the MAP Act and the APA Act. Liaise with relevant stakeholders to enable amendment of the MAP Act and the APA Act to address identified shortcomings. Liaise with relevant partners and stakeholders in the implementation of the integrated marketing strategy for agricultural products in the Republic of South Africa and manage development and maintenance of liaison fora with commodity groups, producer associations, Provincial Departments of Agriculture, other government departments, public entities and other stakeholders. Facilitate the appointment of council members for the Agricultural Produce Agents Council (APAC) and the National Agricultural Marketing Council (NAMC). Facilitate the submission of annual reports, business plans and budgets of the APAC and the NAMC. Facilitate the submission of the NAMC requests on agricultural industry trusts and statutory measures. Analyse tariffs and rebate requests from the International Trade Administration Commission (ITAC) and provide comments and recommendations. Analyse competition applications from the Competition Commission and provide comments and recommendations. Facilitate the updating of country information on the Food and Agriculture Organisation (FAO)'s Agricultural Market Information Systems (AMIS).
<u>ENQUIRIES</u>	:	Mrs N Mudzunga Tel: (012) 319 8067
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 34/07</u>	:	<u>PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/622</u> Directorate: District Office: Eastern Cape
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	OR Tambo / Alfred Nzo District

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory level in the cooperatives and enterprise development environment. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitoring and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshops for Small Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136
APPLICATIONS : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200

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

POST 34/08 : **ASSISTANT DIRECTOR: RISK SERVICES REF NO: 3/2/1/2023/612 (X2 POSTS)**
Directorate: Risk Services
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R424 104 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Risk Management / Business Continuity Management (NQF Level

6). Minimum of 3 years' experience working within risk management, or in agriculture, land reform and rural development as well as business continuity management. Job related knowledge: Corporate governance issues. Enterprise risk management. Public Service environment. Public Financial Management Act and National Treasury Regulations. Public Sector Risk Management Framework. Job related skills: Dynamic leadership skills. Computer literacy. Project management skills. Communications (verbal and written). Facilitation skills. Results oriented. Ability to work under pressure. Customer focus. Team management skills. Willingness to travel. A valid driver's licence.

DUTIES : Evaluate risk management programmes in all Branches. Facilitate and coordinate the operational risk assessment in the Department on an on-going basis. Assist to review and analyses policies to identify gaps in the implementation of risk management processes. Assist to conduct research in order to improve risk management processes. Ensure and monitor consistency with enterprise risk management practices and reporting throughout the Department. Implement appropriate risk management methods. Implement the risk management frameworks to support the risk maturity of the Department. Facilitate the risk management awareness session. Support initiatives to strengthen the relationship with the assurance service providers within the Department e.g. legal services, monitoring and evaluation, strategic planning and internal audit on an ongoing basis. Provide reports on implementation of risk management plans. Compile the operational risk assessment reports. Provide assistance in risk report coordination and assist in any risk related information required by Risk Management Committee. Compile the risk monitoring as well as the analysis report. Assist to coordinate the business continuity management process. Compile incidents register and report on occurrences that may affect the operations of the Department negatively. Assist to facilitate the business impact analysis and review the Business Continuity Plans. Conduct training and awareness sessions on business continuity.

ENQUIRIES : Ms N Lubisi Tel No: (012) 312 9787
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, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 34/09 : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT AND QUALITY ASSURANCE REF NO: 3/2/1/2023/613**
 Chief Directorate: Internal Audit

SALARY : R424 104 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Auditing / Accounting. Minimum of 3 years supervisory experience in Internal Auditing. Job related knowledge: Knowledge of Internal Auditing. Understanding of the Standards of the Institute of Internal Auditors. Understanding of Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication skills (verbal and written). Interviewing skills. Analytical and problem-solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills. A valid driver's licence.

DUTIES : Co-ordinate the development and updating of methodologies, policies and procedures and tools in line with best practise and the International Standards of the Institute of Internal Auditors (IIA). Coordinate the review of methodologies, policies and procedures and tools in line with best practise and standards of the IIA annually. Coordinate research on latest methodologies and trends to improve methodologies, policies and procedures. Coordinate continuous improvement of methodologies, policies and procedures. Provide training to all Internal Audit staff on improved methodologies, policies and procedures annually. Train staff in the application of Electronic Audit Software. Provide support to the staff using of the Electronic Audit Software. Review the updating of deliverables on the Electronic Auditing Software System - version control and replicas and signoffs. Review the completeness of all the Electronic

Auditing Software files after completion of the audit projects. Perform Internal Quality Assessment Review annually and coordinate the five yearly External Quality Assessment Review. Perform annual Internal Quality Assessment review. Assist with compilation, implementation and reporting of the Internal Audit annual Quality Assurance Improvement program. Coordinate the External Quality Assessment Reviews performed every five years. Perform Quality Assurance reviews on the annual internal audit plan projects on a continuous basis. Perform Quality Assurance Reviews and report on compliance to the Internal Audit Methodology of all deliverables of all audit projects prior to submission to the Chief Audit Executive (CAE). Distribute final audit report to Branches and the Director-General. Review Audit Project deliverables in line with the Internal Quality Assurance requirements of the Chief Directorate: Internal Audit. Monitor, track and report on the retention of Project Office documents in line with the document and filing reference system for the Chief Directorate: Internal Audit. Measure the implementation of management action plans on all internal Audit reports on a quarterly basis. Request progress reports from line management on implementation of management action plans on all Internal Audit reports on a quarterly basis. Analyse the reports and clarify with line management. Prepare progress on implementation of management action plans presentations to the Audit Committee on a quarterly basis. Co-ordinate the requesting of progress reports from line management on implementation of recommendations on a quarterly basis and co-ordinate the analysis the reports and clarification with line management. Review the preparation of progress on implementation of recommendations presentations to the Audit Committee on a quarterly basis. Perform the Audit Committee secretariat function and co-ordinate driver, messenger services and document deliveries. Arrange meeting venues, meeting documentation, catering and parking. Supervision of messenger services and driver services in the Chief Directorate.

- ENQUIRIES** : Mr M Rammutla Tel No: (012) 312 9840
- 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** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 34/10** : **KNOWLEDGE SPECIALIST REF NO: 3/2/1/2023/627**
Directorate: Knowledge, Information and Records Management
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Information Management / Records Management / Information Science / Information Technology (NQF Level 6). Minimum of 3 years' experience in relevant working environment. Job related knowledge: Knowledge of Information Systems. Knowledge of hardware and software. Knowledge of Business Information. Understanding of Information Technology Infrastructure. Job related skills: Management skills. Planning skills. Organising skills. Analysing skills. Interpersonal skills. Leadership skills. Reporting writing skills. Communication skills (verbal and written).
- DUTIES** : Co-Provide support for the establishment and nurturing of communities of practices or forums, including knowledge management awareness sessions, developing terms of references and providing secretariat services. Organise and prepare material for knowledge management sharing sessions. Assist in establishment and nurturing of community of practices. Provided inputs for development of terms of reference for community of practices. Act as secretariat for community of practices, debriefing sessions, knowledge management roasts etc. Identify, harvest knowledge to improve circulation of knowledge throughout the Department and ensure that the Knowledge Management System is functioning and accessible always. Assist to harvest knowledge through knowledge management initiatives such as knowledge harvesting, handover reports, debriefing sessions, etc. Provide the Knowledge Management System that is functional and easy to access. Work closely with Information Communication Technology (ICT) team with regards to the development of knowledge management tools. Driver information and knowledge sharing and collaboration using appropriate mechanisms including

Knowledge Management System, Communities of Practice and Intranet collaboration portals continuously. Develop and maintain a well-functioning and updated knowledge management portal. Provide Knowledge Management System training to officials per Branch. Provide support to knowledge management existing governance structure, act as secretariat for Knowledge Management Committee (KMC) which assists with the implementation of knowledge management programs and systems in Branches. Act as secretariat for Knowledge Management Committee (KMC) and encourage adherence of the approved KMC terms of reference. Assist to implement approved DPSA knowledge management implementation plan and update it on-going basis. Assists with the improvement of circulating knowledge throughout the Department. Create awareness and conducting knowledge sharing session quarterly in the Department. Disseminate information about the organisation's knowledge sharing programs to internal audiences, including organising knowledge sharing events. Maintain communications on knowledge sharing processes across the Department through Internal Communication and preparation of brochures. Engage and network with stakeholders regarding knowledge management services such as debriefing / knowledge sharing, knowledge harvesting, training, handover reports and community of practices.

- ENQUIRIES** : Ms C Kekana Tel No: (012) 312 8820
- 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, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 34/11** : **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/620**
Directorate: District Office
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Limpopo (Vhembe District)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 2 years' experience in a cooperatives and enterprise development environment. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.
- DUTIES** : Support rural enterprise and industries supported in areas with economic opportunities. Conduct need assessment. Compile a memo for support. Compile specifications. Liaise with other relevant stakeholders' e.g Gauteng Department of Agriculture and Rural Development (GDARD). Monitor and verify delivery and implementation of procured items. Create database of cooperatives and enterprises. Ensure enterprise complies with legal entity registration policies and governance. Monitor supported enterprises. Submit Portfolio of Evidence. Facilitate skills development for cooperatives and rural enterprises. Conduct skills audit / training gaps assessment. Liaise with training coordinators for training. Assist with logistical arrangements for training. Update database. Submit Portfolio of Evidence. Create job opportunities. Ensure creation of job opportunities in enterprises supported. Submit Portfolio of Evidence. Facilitate market linkages. Identify market requirements. Facilitate market requirements standards and compliance. Facilitate signing of the contract / letter of intent. Submit Portfolio of Evidence. Render farmer mobilisation. Organise and mobilise community for participatory development linked to commodity value chains and Agri-Parks program. Ensure Invitation to meetings. Arrange all logistics for the meetings. Report and provide Portfolio of Evidence.
- ENQUIRIES** : Mr LS Mahasha Tel No: (015) 495 1956
- APPLICATIONS** : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700

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

POST 34/12 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/623**
Directorate: Quality Assurance and Administration

SALARY : R359 517 per annum (Level 08)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Degree / National Diploma in Public Administration / Management / Administrative Management. Minimum of 2 years' experience in administrative related work. Ability to carry out supply chain management activities. Job related knowledge: Knowledge of supply chain management. Knowledge of projects and process. Knowledge of government legislation. Job related skills: Time management skills. Planning and organisation skills. Decision making skills. Computer literacy. Analytical skills. Telephone etiquette. Interpersonal and communication skills (verbal and written). A valid driver's licence and ability to work under pressure.

DUTIES : Develop, administer and maintain restitution land claims database. Maintain the implementation of the file plan in the office. Check the quality of standardised files. Compile the report of standardised files and inventory. Provide land restitution claims related information. Compile spreadsheet on letters compiled for claimant. Give claimants accurate information regarding the status of their claims. Respond to general enquiries about the lodgement of land claims. Provide registry services. Receive and issue brown files not scanned on the Electronic Document Management (EDM). Receive and register incoming files. Keep records of files and collected information for existing land claims. Ensure that registry rules are adhered to by officials. Monitor access to the registry system. Monitor and control movement of files by registering them on movement control sheet. Conduct file audit to ensure that no files are kept for more than 5 days in officials offices unless the official ask for extension. File indexing. Spot check on files at registry / incident audit. Maintain a filing system. Capture approved projects or files for easy retrieval in registry and create file numbers for approved Section 42D, Section 42C and Section 42E. Update and provide land claims information to project teams to enable the acceptance and gazetting of claims. Receive and register incoming and approved files. Update the status of claims on the approved acceptance research report, non-compliant, dismissed deferred and gazetted claims. Ensure that new information received from operational units is captured on spreadsheets. Keep statistics of files captured on spreadsheets and report monthly. Coordinate and execute other administrative duties. Provide clerical support services to the Directorate. Provide personnel administration clerical support services. Provide financial administration services in the component. Process documents for archival and disposal. Operate office machine in relation to registry functions.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136
APPLICATIONS : can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

POST 34/13 : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 3/2/1/2023/630**
Directorate: Inspection Services

SALARY : R359 517 per annum (Level 08)
CENTRE : Western Cape (Stellenbosch)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Agriculture. Minimum of 2 years relevant experience. Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food safety and quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills, Technical skills, Law enforcement skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Negotiation skills,

		Listening skills, Computer literacy and report writing skills. A valid driver's licence and the ability to drive. Willingness to travel and work extended hours. Relief duties.
<u>DUTIES</u>	:	Application and enforcement of legislation and international agreements. Supervise inspections and make recommendations in terms of the appropriate actions. Coordinate searches of passengers, motor vehicles, etc with regards to illegal import of regulated agricultural products by the appropriate means, i.e physical inspections, sniffer dogs or X-ray machines. Prohibit the illegal importation, exportation and national movement of regulated articles from / to the ports of entry. Prohibit the sale of non-compliant imported and locally produced agricultural products. Confiscate and detain non-compliant agricultural products. Coordinate the proper handling and /or disposal of consignments destined for export that do not comply with the requirements or international agreements or are rejected by assignees. Coordinate and / or conduct investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities and institute the appropriate action accordingly. Provide evidence during court cases where necessary. Coordinate and / or issue phytosanitary, quality and / or quality certificates. Provide technical advice and guidance to stakeholders (internal and external). Advise stakeholders on the interpretation and application of the relevant legislation and prescripts. Advise stakeholders on the relevant processes and procedures. Provide advice for the granting of dispensations on the existing legislation. Provide advice to stakeholders (e.g trade organizations, industries, private sector institutions, importers / exporters, legal representatives, assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Handle complaints, queries and enquiries from customers. Conduct audit inspections of the assignees. Conduct audits on the inspection function to ensure adherence to norms, standards, procedures and guidelines. Conduct audits on entities (assignees) to ensure that they deliver on their mandates. Draft audit reports with recommendations. Follow up on the implementation of the recommendation. Perform administrative duties. Manage the database. Analyse international standards and best practice and provide inputs into standards operating procedures / internal processes and draft policies and legislation. Provide inputs into operational planning. Assist in the identification of customer information needs. Compile reports, submissions, and correspondence as required. Supervision of staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr G Tsako Tel No: (021) 809 1641
<u>APPLICATIONS</u>	:	can be submitted by post for attention HRM Office 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
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
<u>POST 34/14</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/615</u> Directorate: Knowledge, Information and Records Management
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.
<u>DUTIES</u>	:	Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated

National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurement of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

- ENQUIRIES** : Ms A Remcken at (060) 582 1906
- NOTE** : African, Coloured and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- 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.
- POST 34/15** : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2023/616**
Directorate: Human Resource Administration
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in a Human Resource environment. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Condition of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions. Promotions of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Planning and organisational skills, Computer literacy skills, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Supervise and undertake more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of services. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations, (final authorisations should happen on a higher level preferable at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES** : Ms L Strydom Tel No: (012) 312 9527
- 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 Coloured and Indian Females and Persons with disabilities are encouraged to apply.

<u>POST 34/16</u>	:	<u>STATE ACCOUNTANT REF NO: 3/2/1/2023/625</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Northern Cape (Kimberley) Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act. Personnel and salary administration (PERSAL), Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy. Communication skills (verbal and written). A valid driver's licence.
<u>DUTIES</u>	:	Process BAS. PERSAL and LOGIS transactions. Check, verify payments and capture on BAS. Approve PERSAL transactions. Maintain budget (shifting of funds). Compile, capture and approve journals. Reconcile Travel Agency account. Ascertain invoices received. Reconcile / analyse key accounts. Accumulate synopsis report (age analysis). Compile financial reports. Compile and submit inputs and portfolio of evidence on financial reports (accruals and payables report). Provide inputs on invoices paid within 30 days. Compile Medium Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Process petty cash and revenue collections. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash count and report. Perform day end and deposit confirmation.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Leberegane Tel No: (053) 830 4060 Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
<u>NOTE</u>	:	African, Indian, Coloured and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 34/17</u>	:	<u>HELPDESK OPERATOR REF NO: 3/2/1/2023/628</u> Directorate: Information Communication Technology (ICT) Service Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum (Level 06) Gauteng (Pretoria) Applicants must be in possession of a Grade 12 Certificate and National Diploma or Degree in Information Technology (National Diploma, Bachelor of Science, B-Tech). Minimum of 1-year experience in call centre environment. Job related knowledge: Government system and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Job-related skills: Good Interpersonal skills. Communication skills (verbal and written). Organisational and planning skills. Good reporting skills Computer literacy. Good Interpersonal relations skills. Ability to take initiative and work independently. Ability to maintain confidentiality.
<u>DUTIES</u>	:	Log the reported incident and provide the user with a reference number. Update user details on the call logging system. Capture the user incident as per the user description. Provide reference number to the user. Prioritise, categorise and allocate logged incidents according to the identified impact and urgency to the business. Provide 1st line assistance support on an incident that requires procedural resolution and does not need technical expertise. Render trouble shooting service where required and resolve calls on first line where possible. Capture the trouble shooting activates performed to assist the next level of support to minimise mean time to resolve. Follow up with users / technical support teams on requests with missing information and on non-acknowledged allocated incidents. Provide feedback to users on the status of their logged incidents. Communicate with technical teams to acquire information on actions taken on logged incidents. Communicate overall analysis of Logged calls, identify and report on trends in different support groups and service categories.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Yenana Tel No: (012) 312 8148 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, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 34/18** : **SECRETARY REF NO: 3/2/1/2023/614**
Directorate: Knowledge, Information and Records Management
- 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 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 APPLICATIONS** : Ms A Remcken at (060) 582 1906
: 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, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 34/19** : **FINANCE CLERK REF NO: 3/2/1/2023/624**
Directorate: Financial and Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: North West (Mmabatho)
: Applicants must be in possession of a Grade 12 Certificate. No experience. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial Manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer literacy skills, Flexibility skills, Communication skills (verbal and written), Interpersonal relations skills and Basic numeracy skills. A valid driver's license. Ability to work within a team.

- Ability to perform routine tasks. Ability to operate office equipments. Ability to work under pressure and meeting deadlines.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Check invoices (e.g. capture payment). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustment, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Distribute documents with regard to the budget. File documents. Receive and capture cash payment.
- ENQUIRIES APPLICATIONS** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : African, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 34/20** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/631**
 Directorate: Financial and Supply Chain Management Services
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
 : Free State (Bloemfontein)
 : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES APPLICATIONS** : Mr C Mampa Tel No: (051) 400 4200
- APPLICATIONS** : Applications 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, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of these posts. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE : 09 October 2023
NOTE : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job.

OTHER POSTS

POST 34/21 : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT, INSTITUTIONAL STRUCTURES, AND COMPLIANCE MANAGEMENT REF NO:32045/01**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
 : Pretoria
 : A Grade 12 Certificate and a three-year National Diploma or a three-year Bachelor's Degree (NQF level 6/7 qualification as recognised by SAQA) or equivalent qualification and 3 to 5 years' experience in a related field. Proficiency in MS Excel, MS Word. Driver's license and travelling. Generic Competencies: Planning and organising. Coordination. Problem-solving and decision-making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In depth knowledge of: Admin procedures relating to specific working environment including norms and standards. Research. Emergency planning. Client orientation and customer focus. Policy analysis and development. Project management. Monitoring and evaluation techniques and skills.

DUTIES : The incumbent will be expected to perform the following duties: Provide the secretariat function of the legislated disaster management structures (i.e., ICDM, NDMAF and HoCeF). Coordinate the development, amendment, and implementation of national disaster management policy. Support the assessment of the Legislative Compliance Management to the Disaster Management and Framework (as indicated in Section 15(b) of the DMA). Coordinate the process of developing the annual disaster management report as indicated in Section 24 of the Disaster Management Act, 2002.

ENQUIRIES APPLICATIONS : Ms Nokuzola Mnika Tel No: (012) 848 4873
 : Applications must be submitted electronically via email to cogta147@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.

POST 34/22 : **WAGE ADMINISTRATOR REF NO: 32045/02**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
 : Pretoria
 : A Grade 12 Certificate or equivalent qualification. No experience required. Proficiency in MS Excel, MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Knowledge of: Data management administration. EPWP/CWP MIS. Public Finance Management Act. Payroll system.

DUTIES

: The incumbent will be expected to perform the following duties: Verify the personal information of all new CWP participants and amendments to the information of existing participants, compliance, and authenticity. Confirm the correctness of the payment information for each CWP participants and effect pre-approval and submit for second level approval. Liaise with the Implementing Agents (IAs) on outstanding and/or incorrect personal and payment information. Follow-up on progress with payments, payment rejections and resubmit. Ensure bank account changes are affected timeously and administer CWP wage payment enquiries and queries for respective province. Monitor deceased and PERSAL participants and ensure deactivation. Report any identified or suspected fraudulent activities. Perform any other functions within the CWP Finance Unit.

ENQUIRIES

: Ms Zimbini Mahonono Tel No: (012) 334 0694

APPLICATIONS

: Applications must be submitted electronically via email to cogta148@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 13 October 2023 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 34/23** : **ASSISTANCE DIRECTOR: ADMINISTRATION (ARCHIVES) REF NO: CMIS/36/34/23/01**
- SALARY CENTRE** : R424 104 per annum (Level 09)
: Department of Defence CMIS Division Eco Glades 1, 70 Ribbon and grass street, Eco Park, Centurion.
- REQUIREMENTS** : Minimum of Grade 12 (NQF L4) or equivalent with a recognised National Diploma (NQF Level 6) in Records and Archive Management/Information Science. At least three (3) to five (5) years functional experience in Records office/ Registry/ Archive/ Information Management and Information Science environment. Special Requirements (Skills needed): Knowledge of The Constitution of the Republic of South Africa, 1996, The Promotion of the Access to information Act (PAIA), 2000 (Act No 2000), The Defence Act, 2002(Act No.42 of 2002). The National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996), National Archives Regulations (126 of 24 January 1997) and the National Archives instructions. The Public Finance Management Act, 1982 (Act No. 84 of 1982). The Electronic Communication and Transaction Act, 2002 (Act No. 25 of 2002).
- DUTIES** : The management of the digital continuity programme. The management of receiving new Department of Defence (DOD) Archive collections. The management of the processing of DOD archives collections. The management of the preservation of DOD archives collections. The management of the provision of access to DOD archives collections. The management of disaster and business continuity planning. The execution of administrative tasks. Manage requests for transfer of records. Compile procedures for the processing of archival records in accordance with existing governance and

- archival best practices. Manage the preservation of archival records in accordance with governance and archival best practices. Manage the provision of archival material. Implement disaster recovery and business continuity plan. Participating in the planning, design, implementation of record and information systems to ensure that archival principles are maintained.
- ENQUIRIES** : WO1 S.A. Mc Master Tel No: (012) 649 1458 or Ms K.S. Mopeli, Tel No: (012) 649 1444
- APPLICATIONS** : Department of Defence, Command and Management Information System Division, Private Bag X161, Pretoria, 0001 or you may hand deliver to Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 044.
- CLOSING DATE** : 16 October 2023
- POST 34/24** : **SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT POLICY REF NO: FMD/04/34/23/01**
 Financial Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services (Compliance Management)
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent certificate plus a three year B degree or National diploma (NQF Level 6/7) in Financial Management, Accounting, Auditing or equivalent qualification in finance. Have at least 3 years' experience in Financial Control Services environment on a post level 7 or equivalent. Special requirements/Skills needed: Knowledge in the application of the Public Finance Management Act and Treasury Regulations. Well-developed verbal and written communication skills. Knowledge of MS office (Word, Excel, Power Point). Proven ability to function independently. Analytical and innovative thinking as well as problem solving ability. Must be in possession of a valid driver's license, be a South African citizen, be able to obtain confidential security clearance, willing and able to travel extensively at short notice and to work after hours at short notice.
- DUTIES** : Assist with Maintaining of the Financial Management Regulatory Framework. Maintain Financial Management policy database and prepare monthly status report. Assist Financial Management policy section by providing inputs on financial consideration or implications affecting policy proposals. Monitor and evaluate progress on Financial Management Division policies in process and review. Analyse Financial Management Division policies and departmental policies for compliance with the PFMA, TR's, framework and practice notes issued by National Treasury. Participate in the DOD policy development and review workshops. Provide office support and administration. Information, logistic/procurement and financial resources within Financial Management policy.
- ENQUIRIES** : Ms A. Nkomo tel: (012) 355 5830
APPLICATIONS : Department of Defence, Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001, or hand delivered to: Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden box number 5 at reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females, African males, Indian Females, Indian males, Coloured males and Persons with Disabilities.
- POST 34/25** : **SENIOR STATE ACCOUNTANT REF NO: FMD/04/34/23/02**
 Financial Management Division
 Chief Directorate: Accounting
 Directorate: Personnel Payments (Final Payments)
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent certificate plus a three year B degree or National diploma (NQF Level 6/7) in Financial Management, Accounting, Auditing or equivalent qualification in finance. Have at least 3 years' experience in Final pay environment on a post level 7 or equivalent. Special requirements/Skills needed: Sound reasoning, mathematical, accounting and

problem solving ability with strong supervisory skills. Knowledge of computer systems in the DOD/Public Service/Private Sector, including PERSOL/PERSAL, MS Word and Excel. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.

DUTIES : Ensure effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Assistant Director regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks. Supervision, guiding and training of Finance Clerk Supervisor and Finance Clerks, resorting under the control of this post. Capturing/authorise and approve of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensure that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervision all personnel, assets, information and material under his/her control.

ENQUIRIES : Mr J.G. Lottering Tel No: (012) 392 2417
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian Females, Indian Males, Coloured males and Persons with Disabilities.

POST 34/26 : **SENIOR STATE ACCOUNTANT REF NO: FMD/04/34/23/03**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services
 Sub Directorate: Loss Administration

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree/National Diploma in Finance/Accounting/Internal Audit with a minimum of three years relevant experience on a post level 7 or equivalent. Must be in possession of valid RSA driver's license or Military drivers licence and willing and able to travel as and when required. Special requirements/Skills needed: Knowledge and understanding of the Finance and the Logistic processes as well as the core processes. Financial Management System (FMS) or any other financial system. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on FMS or any other financial system. Thorough knowledge of computer systems, MS Word, Ms Office and Excel. Ability to interpret and apply policy. Well-developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work-related suggestions/ ideas and decisive/ persevering in regard to task finalization.

DUTIES : Efficient, effective and economical management of loss control processes and systems in order to enable the detection and reporting of all losses of State Funds/Assets within the DOD to the Loss Control Section. Receive all detail of losses from within the DOD. Recording all such losses on the central database. Opening and maintaining of proper registers on all reported losses. Timeous and continuous updating of all active loss control files. Ensuring that all loss control files are correctly referenced in terms of the prescribed file reference numbers and that proper registry procedure are adhered to. Collection and

analysis of all info/data on losses and reporting to Assistant Director Loss Control. Evaluation of all info/data received to ensure that it is complete and correct in accordance with prescribed procedure. Regular updating of management info database to ensure that all info contained is current and relevant. Compiling of comprehensive statistics and reports in respect of all losses and reporting same to Assistant Director Loss Control. Timeous evaluation of all losses, which are not reported within the prescribed time limits, so as to determine whether such losses have not prescribed and reporting same to Assistant Director Loss Control. Reporting of all irregularities, e.g. non-reported losses, losses reported through incorrect channels, etc, to Assistant Director Loss Control. Assisting the Assistant Director Loss Control with the preparation and submission of the DOD's Annual/Interim Financial Statement input and responses to the Auditor General on an annual basis.

**ENQUIRIES
APPLICATIONS**

: Ms A. Nkomo Tel No: (012) 355 5830
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE

: Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian males, Indian females, Coloured males and Persons with Disabilities.

POST 34/27

: **ACCOUNTING CLERK SUPERVISOR REF NO: FMD/04/34/23/04 (X3 POSTS)**
 Financial Management Division
 Directorate: Stores, and Services and Related Payments
 Financial Accounting Service Centre

**SALARY
CENTRE**

: R294 321 per annum (Level 07)
 : FASC Port Elizabeth: Ref No: FMD/04/33/23/04A (X2 Posts)
 : FASC MOD: Ref No: FMD/04/33/23/04B

REQUIREMENTS

: Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree or National Diploma in Finance/Accounting with a minimum of two years relevant working experience on a post level 5 or equivalent or Grade 12 certificate with Finance/Accounting related subjects and a minimum of three years relevant working experience on a post level 5 or equivalent. Special requirements/Skills needed: Thorough knowledge of State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sector. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Private Sectors including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial systems, MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially iro State contracts. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure. In possession of a valid RSA/Military driver's licence.

DUTIES

: Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report, investigate and follows up of all finance related irregularities. Manage the preparation of supplier accounts by verifying payment documents for anomalies and verify payments on FMS and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Manage/supervise all personnel who resort under the post.

**ENQUIRIES
APPLICATIONS**

: Ms D.D. Nchabeleng Tel No: (012) 392 2893/2892
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195

- Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number).
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females, African males, Indian males, Coloured males (Gauteng Province), Eastern Cape (African males, African females) and Persons with disabilities to all provinces.
- POST 34/28** : **ACCOUNTING CLERK SUPERVISOR REF NO: FMD/04/34/23/05 (X2 POSTS)**
Financial Management Division
Directorate: Personnel Payments (S&T)
- SALARY CENTRE** : R294 321 per annum (Level 07)
Cape Town: Ref No: FMD/04/34/23/05A
Pretoria: Ref No: FMD/04/34/23/05B
- REQUIREMENTS** : Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree or National Diploma in Finance/Accounting with a minimum of two years working experience within the S&T environment on a post level 5 or equivalent, or Grade 12 certificate with Finance/Accounting related subjects and a minimum of three years working experience within the S&T environment on a post level 5 or equivalent. Special requirements/Skills needed: Computer literate (MS Office packages). Sound reasoning, mathematical and problem solving ability. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of S&T system and processes, ability to correctly interpret and effectively apply policies and regulations iro S&T advances and claims. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Private Sectors including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial systems. Well-developed verbal and written communication skills, very conscientious and motivated towards producing effective and correct work and always aiming for zero defect environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure.
- DUTIES** : Receive all new applications for participant in the Subsidised Vehicle Scheme, B-Scheme, MMS and SMS. Ensure that the insurance is paid, a file is opened and relevant information required updating the register/database at the supervisor is updated. Receive, scrutinise, check, verify and execute all S&T kilometre claims, salary and allowances for members/employees of the Department of Defence for correctness in accordance with all policies and instruction pertaining to the Subsidised Vehicles A-Scheme, B-Scheme, MMS, SMS. Timely finalising of all Central System (CAS) events, quarterly audit to confirm correct S&T kilometre documents administration, capturing and compiling of related journal. Approving of computer codes documents with regard to S&T kilometres and with conjunction with the SSA. Answering and finalising audit queries. Managing the statistics of the section, capturing and approving transactions on PERSOL and Financial Management System (FMS), regularly clearing suspense accounts in use, constantly collaboration and communication with SSA. Supervising subordinates and manage equipment under control of this post.
- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering, tel: (012) 392 2417
Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian males, Indian Females, Coloured males (Head Quarters), Western Cape (White males, Coloured females, and Coloured males) and Persons with Disabilities for all provinces.
- POST 34/29** : **LIBRARIAN REF NO: SFWC/40/34/23/01**
- SALARY** : R294 321 per annum (Level 07)

<u>CENTRE</u>	:	Joint Operations, South African Special Forces, 4 Special Forces Regiment, Langebaan, Western Cape.
<u>REQUIREMENTS</u>	:	Grade 12 (NQF L4) or equivalent with National Diploma/Bachelor's Degree in Library and Information Science/Library and Information Practices/Studies or equivalent at NQF level 6/7 (Total post school study of 3 years). Minimum of two (2) years' experience in a Library environment. Relevant experience in library services is essential. A valid driving license is required. Special requirements (Skills needed): The applicant must be computer literate, numeracy and literacy skills. Problem solving skills is essential. Must be able to show initiative and have excellent reasoning, mathematic and inter-personal abilities and have strong supervisory skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain a secret security clearance within a year.
<u>DUTIES</u>	:	The successful candidate will be required to perform the following functions: Provide and maintain reliable library services to the Regiment by developing, organising and managing library services such as collection of information, recreational resources and reader information services to efficiently administrate the library resources and services. Management of the daily library functions by means of effective librarian services, planning, management, and maintenance of the library, managing, supervising and overseeing library assistant, management and control of the library. Rendering of an information service by developing and implementing library and information policies and services and provide information in many formats, including books, magazines, newspapers, audio recordings (both music recordings and audio books), video recordings, maps, photographs and other graphics material, bibliographic database and digital resources as required by clients. Detailed knowledge of library administration by providing information relating to the purchasing and identification of books to management and selecting, ordering, classifying and cataloguing library and information resources. Formulating and implementing library policy regarding the acquisition, cataloguing and classification of library material and other information resources according to policy and formulating policy with regards to the period of book loan, access and internet use. Effective organisation and administration of the library by examining publications and materials, interviewing publishers' representatives and consulting with others to select library materials and supervising and training other library staff. Database management by managing inter-library loan systems and information networks and managing reader registrations, loan transactions, filing and retrieval activities.
<u>ENQUIRIES</u>	:	Maj H.P. Kortje Tel No: (022) 707 4519/Ms M. Labuschagne Tel No: (022) 707 4503
<u>APPLICATIONS</u>	:	Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.
<u>POST 34/30</u>	:	<u>LIBRARIAN REF NO: SFHQ/40/34/23/02</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Joint Operations, South African Special Forces, Special Forces Headquarters, Pretoria.
<u>REQUIREMENTS</u>	:	Grade 12 (NQF L4) or equivalent with National Diploma/Bachelor's Degree in Library and Information Science/Library and Information Practices/Studies or equivalent at NQF level 6/7 (Total post school study of 3 years). Minimum of two (2) years' experience in a Library environment. Relevant experience in library services is essential. A valid driving license is required. Special requirements (Skills needed): The applicant must be computer literate, numeracy and literacy skills. Problem solving skills is essential. Must be able to show initiative and have excellent reasoning, mathematic and inter-personal abilities and have strong supervisory skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain a secret security clearance within a year.
<u>DUTIES</u>	:	The successful candidate will be required to perform the following functions: Effective librarian services in the Headquarters. Effective planning, management and maintenance of the library. Manage supervise and oversee Library Assistants and library aids. Management and control of library, provide customer service for library users. Help library users check out books. Create an online database for easy access to members and staff. Organise all library resources so they are easy to locate. Developing and implementing library and

information policies and services. Provide information in many formats, including books, magazines, newspapers, audio recordings (both music recordings and audio books), video recordings, maps, photographs and other graphic material, bibliographic databases and digital resources as required by clients. Provide suggestions to library users about new books to try. Assist members with materials for research and staff papers according to their requirements. Examining publications and materials, interviewing publishers' representatives and consulting with others to select library materials. Supervising and training other library staff. Keep a budget to repair, replace or get new reading materials. Create an online database for easy access to members and staff. Research new inventory and update the database accordingly, databases and digital resources as required by clients. Managing inter-loan systems and information networks. Managing reader registrations, loan transactions, filing and retrieval activities identification of books to management and selecting, ordering, classifying and cataloguing library and information resources.

ENQUIRIES : Maj S.D. Mabaya Tel No: (012) 674 5822/WO2 L.J. Thubakgale Tel No: (012) 674 5845

APPLICATIONS : Department of Defence, Special Forces Headquarters, Private Bag X888, Pretoria, 0001.

POST 34/31 : **LIBRARIAN REF NO: SFL/40/34/23/03**

SALARY CENTRE : R294 321 per annum (Level 07)
: Joint Operations, South African Special Forces, 5 Special Forces Regiment, Phalaborwa, Limpopo.

REQUIREMENTS : Grade 12 (NQF L4) or equivalent with National Diploma/Bachelor's Degree in Library and Information Science/Library and Information Practices/Studies or equivalent at NQF level 6/7 (Total post school study of 3 years). Minimum of two (2) years' experience in a Library environment. Relevant experience in library services is essential. A valid driving license is required. Special requirements (Skills needed): The applicant must be computer literate, numeracy and literacy skills. Problem solving skills is essential. Must be able to show initiative and have excellent reasoning, mathematic and inter-personal abilities and have strong supervisory skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain a secret security clearance within a year.

DUTIES : The successful candidate will be required to perform the following functions: Develop, organise and manage library services such as collection of information, recreational resources and reader information services to efficiently administrate the library resources and services at the Regiment. Developing and implementing library, information policies and services. Provision of information relating to the purchasing and identification of books to management. Provide information in many formats, including books, magazines, newspapers, audio recordings (both music recordings and audio books), video recordings, maps, photographs and other graphic material, bibliographic databases and digital resources as required by clients. Provide suggestions to library users about new books to try. Assist members with materials for research and staff papers according to their requirements. Examining publications and materials, interviewing publishers' representatives and consulting with others to select library materials. Supervising and training other library staff. Keep a budget to repair, replace or get new reading materials. Create an online database for easy access to members and staff. Research new inventory and update the database accordingly, databases and digital resources as required by clients. Managing inter-library loan systems and information networks. Manage, supervise and oversee Library Assistant

ENQUIRIES : Warrant Officer Class 1 L. Fourie Tel No: (015) 780 4210
APPLICATIONS : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

POST 34/32 : **ADMINISTRATIVE CLERK REF NO: FMD/04/34/23/06**
Financial Management Division
Chief Directorate: Finance Services
Directorate: Finance Support Services
Finance ETD Centre

SALARY : R202 233 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	: Pretoria : Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Special requirements/Skills needed: Computer literate (MS Office software packages). Analytical and innovative thinking ability as well as problem solving ability. Good communication skills and good interpersonal skills. Strongly oriented towards team work, receptive toward work-related suggestion/ideas, decisive/persevering iro task finalisation. Ability to compile and draft basic reports and returns. Exposure to/knowledge of the operating and utilizing of the ETD processes in the DOD/Public service/Private sector. Ability to effectively and correctly interpret and apply policy and regulations.
<u>DUTIES</u>	: Deliver general administrative duties in order to assist in the efficient and effective management of the prescribed education, training and development function of all personnel within the Financial Management Division (Fin Div). Maintain and administering an effective internal Registry Office of all documents, reports and other related documentation in the section. Receive, registering, distributing, copying and filing of documentation for the section. Assist in arranging and managing accommodation and transport for learners, obtaining and issuing of course material and keeping of attendance register of all learners. Assisting in typing, copying and distributing course reports, name list, schedules, letter, memos and other related correspondence. Capturing of course attendance data and course results on the MILQUAL program on the PERSOL system and doing enquiries on the system. Assisting With general administration duties of the centre which includes inventory, budgeting, procurement of stock etc required by the centre for students. Keep attendance record of all personnel in the section and submitting the monthly absenteeism return.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M. Wehl Tel No: (012) 674-4740 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	: Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.
<u>POST 34/33</u>	: <u>ACCOUNTING CLERK: PRODUCTION REF NO: FMD/04/34/23/07 (X2 POSTS)</u> Finance Management Division Chief Directorate: Accounting Directorate: Personnel Payments (S & T sub-section)
<u>SALARY CENTRE REQUIREMENTS</u>	: R202 233 per annum (Level 05) : Pretoria : Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Special requirements/Skills needed: Sound reasoning, mathematical abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in terms of task finalization and able to effectively function under pressure. Knowledge of the calculation and processing S&T allowances, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial systems.
<u>DUTIES</u>	: Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel, S&T and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering Tel No: (012) 392 2417
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.
- POST 34/34** : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/04/34/23/08 (X5 POSTS)**
 Financial Management Division
 Directorate: Stores, Services and Related Payments (DSSRP)
 Finance Accounting Service Centre
- SALARY CENTRE** : R202 233 per annum (Level 05)
 : FASC Durban: Ref No: FMD/04/34/23/08A
 : FASO Mmabatho: Ref No: FMD/04/34/23/08B
 : FASC MOD: Ref No: FMD/04/34/23/08C
 : FASO Poytons: Ref No: FMD/04/34/23/08D
 : FASO Jan Kempdorp: Ref No: FMD/04/34/23/08E
- REQUIREMENTS** : Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Special requirements/Skills needed: Basic knowledge of financial and accounting processes. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability in understanding, interpreting and correctly applying financial policies and prescripts. Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Basic knowledge of contract management and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems or other financial systems.
- DUTIES** : Strictly apply policies, prescriptions and regulation. Performing of cashier duties by paying out of cash advances. Receipt of State monies into the paymaster General Account (PMG). Receive cash from client and verify or correctness in terms of the purpose of the payment. Issue an official receipt. Accurate allocation of Revenue. Timely preparation and capturing of deposits on FMS and securely dispatching of deposits to the bank. Safekeeping and issuing of Face Value Documents (FVD). Archiving of Accounting documents, Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries, administering of claims on the central Advance System and capturing of all related accounting transactions on FMS. Confirmation of Telkom accounts and assisting with general administration and accounting functions at the FASC. Scrutinise, verify, register and couple medical and supplier invoices for payment.
- ENQUIRIES APPLICATIONS** : Ms D.D. Nchabeleng Tel No: (012) 392 2893/2892
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to, KZN Province: African males, Indian male's Indian females, Gauteng Province: African males, African females, Indian males, Indian females, Coloured males, North West Province: African males, Northern Cape Province: African males, White males, Coloured males and Persons with disabilities to all provinces.

- POST 34/35** : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/04/34/23/09 (X3 POSTS)**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services
 Loss Administration Section
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
 : Pretoria
 : Grade 12 (NQF L4) certificate with Finance/Accounting subjects.
 Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A minimum of one year relevant experience. A valid DOD/RSA vehicle driver's license. Special requirements/Skills needed: Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service/Private Sector would serve as a strong recommendation. Basic knowledge of Financial Policy and the Public Finance Management Act (PFMA). Computer Literate (MS Office packages). Well-developed verbal and written communication skills with the ability to compile effective, basic reports and statistics. Ability to effectively function as part of a large team, to effectively communicate with clients from various Arms of Services, different divisions, bases and units. Able and willing to deliver dedicated and friendly client service, Persevering task finalisation with good interpersonal relationship and able and willing to operate in a shared work environment (office) with other officials of equal or more senior rank. Able and willing to initiate self-development by means of in-post training and attendance of formal courses. Team-worker, trustworthy, reliable and receptive to work related suggestions and ideas. Effective reasoning ability. Ability to correctly interpret and effectively apply financial policy and related prescripts. Ability to understand and correctly interpret loss reports and audit answer submitted by clients.
- DUTIES** : Assist the Finance Clerk Supervisor (FCS) and Senior State Accountant (SSA) in ensuring all administrative tasks is executed and finalises by the target dates. Maintaining the internal Registry and ensuring that all incoming and outgoing correspondence, documents and files are effectively registered, routed and filed. Checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Correct allocation of files reference numbers and the opening and up-keeping of separate files for each loss report case as well as the updating of the Excel database. Manage an effective pending system and continuously report to FCS and SSA on the specific target dates. Regular compiling and submitting of all files and documentation in a neat, numerical and efficient manner.
- ENQUIRIES APPLICATIONS** : Ms M.L. Mabasa Tel No: (012) 392 2564
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.
- POST 34/36** : **REGISTRY CLERK: PRODUCTION REF NO: FMD/04/34/23/10**
 Chief Directorate: Accounting
 Directorate: Personnel Payments
 Finance Management Division
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
 : Pretoria
 : Grade 12 certificate (NQF L4). Added advantage: A minimum of one year relevant experience in the relevant field. In the possession of a valid RSA/Military driver's licence. Special requirements/Skills needed: Reasoning and problem solving ability. Computer literate (MS Office software package). Good verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestion/ideas, decisive/persevering iro task finalisation and able to effectively function under

- pressure. Disposition and aptitude towards correct effective and efficient Registry practices.
- DUTIES** : Assist in implementing and maintaining processes to manage and control incoming and outgoing correspondence as well as maintaining an effective filing system for correspondence, documentation and payments files in the applicable sub-section. Collecting/delivering documentation and payments files from/to section applicable. Assisting in ensuring the correct and efficient recording and storage of S&T related documentation. Render an effective filing and records management service for subsistence and travel section. Filing of files consisting of S&T claims. Distributing documents to the relevant checkers. Opening and closing of S&T files. Management of the files register (incoming and outgoing claims). Numbering of files after receiving them. Managing of the disapproval registry book. Attending to enquiries and sending clients to the relevant personnel. Assisting in the location of files that are misfiled. Filing, storage tracing and retrievals of documents and files. Handle of enquiries pertaining to S&T files. Handle of enquiries pertaining to S&T files. Making photocopies when requested. Sending and receiving faxes when requested to do so.
- ENQUIRIES** : Mr J.G. Lottering Tel No: (012) 392 2417
- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.
- POST 34/37** : **ADMINISTRATION CLERK: PRODUCTION (DOCUMENTATION & REPOSITORY PROCESSING) REF NO: CMIS/36/34/23/02 (X2 POSTS)**
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Department of Defence, Command and Management Information System. Eco Glades 1, 70 Ribbon and grass street, Eco Park, Centurion.
- REQUIREMENTS** : Minimum Grade 12 (NQF L4) or equivalent. Special Requirements (Skills needed): Good interpersonal relations skills, proficiency in English, verbal and written, communication skills, problem solving, planning and organization skills. Computer skills relation to the use of MS Office applications.
- DUTIES** : General administration related tasks in the office environment and/or Office of the Director (if Applicable). Perform secretarial duties and to act as the nodal point for Office Administration in the Directorate and Formation which includes the following tasks: Handling incoming post, the distribution of registry files and management of the daily filing system, faxing of correspondence, planning and coordination the movement of personnel in the Directorate both locally and nationally (include visits abroad), diary coordination for the Director (where applicable). Handling incoming calls and taking messages, travel arrangements for personnel in the Directorate, update notice board in and out strength, compiling agendas and minutes and do the distribution to the members of the forum and do filing, typing of general correspondence and managing the day to day activities in the office environment and/or office of the Director (where applicable).
- ENQUIRIES** : W01 S.A. Mc Master Tel No: (012) 649 1458 or Ms K.S. Mopeli Tel No: (012) 649 1444
- APPLICATIONS** : Department of Defence, Command and Management Information System Division, Private Bag X161, Pretoria, 0001 or you may hand deliver to Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 044.
- CLOSING DATE** : 16 October 2023
- POST 34/38** : **ADMINISTRATION CLERK: PRODUCTION (ARCHIVES) REF NO CMIS/36/34/23/03**
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Department of Defence, Command and Management Information System Eco Glades 1, 70 Ribbon and grass street, Eco Park, Centurion.

- REQUIREMENTS** : Minimum Grade 12 NQF L4) or equivalent. Special Requirements (Skills needed): Good interpersonal relations skills, proficiency in English, verbal and written, communication.
- DUTIES** : Administrative duties related to receiving new DOD Archive collections, Executive administrative duties related to processing DOD archive collections, Executive administrative duties related to the preservation of DOD archive collections. Administrative duties related to the provision of access to DOD archives collections. Executive administrative duties related to the digitalisation of DOD archives collections. Digitise records and perform basic image enhancement techniques. Handling incoming post the distribution of registry files and management of the daily filing system. Correct transfer list and Compile archival indexes.
- ENQUIRIES** : W01 S.A. Mc Master Tel No: (012) 649 1458 or Ms K.S. Mopeli Tel No: (012) 649 1444
- APPLICATIONS** : Department of Defence, Command and Management Information System Division, Private Bag X161, Pretoria, 0001 or you may hand deliver to Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 044.
- CLOSING DATE** : 16 October 2023

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** : 09 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)

OTHER POSTS

- POST 34/39** : **ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/10/600**
(Re-advert, all applicants who previously applied are encouraged to re-apply)
- SALARY** : R527 298 per annum
- CENTRE** : Labour Centre: George
- REQUIREMENTS** : Three-year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Two (2) years supervisory experience in a disability claims and or medical insurance processing environment. Two (2) years functional experience in a disability claims and or medical Insurance processing environment. Knowledge: Public Service Act. Basic Conditions of Employment Act (BCEA). Employment Equity Act (EE). Public Service Regulation. Compensation Fund business strategies and goals. PFMA and Treasury Regulations. Guidelines on application of COID (for government departments). Customer Service (Batho Pele). Risk Management. Skills: Leadership. Service delivery innovation (SDI). Planning and organising. Problem solving and analysis. Decision making. People Management and Empowerment (Including developing others). Communication (written and verbal).
- DUTIES** : Facilitate the processing of Compensation aims benefits within COID Processing Office. Coordinate the resolutions of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID

legislation and services. Manage human, financial and physical resources of the section.

ENQUIRIES : Mr. Q Bowman Tel No: (021) 441 8120

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 34/40 : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/10/601**

SALARY : R424 104 per annum

CENTRE : Provincial Office: Western Cape

REQUIREMENTS : Three (3) tertiary qualification in Public Administration/ Public Management / Business/ Business Administration/ Business Management / Development Studies/ Social Science. Valid driver's license. 4 years' experience of which two (2) years must functional experience in Labour Activation Programme/ Employment Programmes/ Enterprise Development / Entrepreneurial and two years (2) experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Project Management Methodology (PMBOK). Skills: Negotiation, Interpersonal, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Implementing training/skills programmes relevant stakeholders that will benefit UIF Beneficiaries, Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation, implement information management system and ensure the records in the section are maintained, conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

ENQUIRIES : Mr. Q Bowman Tel No: (021) 441 8120

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 34/41 : **SENIOR COID EMPLOYER AUDITOR REF NO: HR4/4/09/02**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R359 517 per annum

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Three-year qualification in Financial Accounting/BCOM Accounting/Accounting/BCOM LAW/ BCOM in Commerce. 1-2 years' experience in Internal Audit/Accounting/ Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Compensation of Occupational and Injury Diseases Act (COIDA). OHS Act and Regulations. Public Service Act. Public Service Regulation. Public Financial Management Act (PFMA). Skills: Facilitation. Planning and organising. Communication written and verbal. Computer literacy. Interpersonal. Innovation and creative.

DUTIES : Conduct proactive audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct advocacy in relations to COIDA. Enforce compliance. Supervise the resources with the section.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8128

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

POST 34/42 : **SENIOR EMPLOYER AUDITOR OFFICER REF NO: HR4/4/09/03**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R359 517 per annum

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Three (3) year qualification in Labour Relations Management/BCOM Law/LLB/Internal Auditing. A valid driver's license. Two (2) years' experience in Internal Audit/Accounting/ Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service

- Ac and regulations, OHS Act and Regulations, COIDA. Skills: Facilitation, Planning and organising, Computer literacy, Problem solving, interviewing skills, Communication written and verbal, Interpersonal, Innovation, Analytical, Research, Project Management.
- DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the system that provide advice on sector specific UIA & COIDA matters. Coordinate the process that monitor and evaluate of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resource within the Unit.
- ENQUIRIES APPLICATIONS** : Mr S Shongwe Tel No: (018) 387 8128
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- POST 34/43** : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/8/867 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Provincial Office: Bloemfontein Free State
: Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB/ Internal Auditing. Valid driver's Licence, Two (2) years functional experience in Auditing and/ Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Service Act and Regulations. OHS Act and Regulations. COIDA. UIA. PFMA. BCEA. SDLA. UI Contribution Act. Skills Development Act. Employment Equity Act. Skills: Facilitation skills, Planning and organising, Computer Literacy, Problem solving skills, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research and Project Management.
- DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIS & COIDA matters. Coordinate the process that monitor and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resources within the Unit.
- ENQUIRIES APPLICATIONS** : Mr R Cornelissen Tel No: (051) 505 6324
: Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
: Sub-directorate: Human Resources Operations, Free State
- FOR ATTENTION** :
- POST 34/44** : **SENIOR PRACTITIONER: ACCOUNTS RECIEVABLE REF NO: HR4/4/09/06**
Re-advert, applicants who previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Mmabatho Provincial Office
: Grade 12. Three years' tertiary qualification in Accounting/ Finance. Two-years functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Listening skills, Time Management, Analytical skills, Numeracy, Computer literacy, Verbal and written communication skills, Interpersonal.
- DUTIES** : Provide accounts receivable and revenue collection services. Render debt recovery services in the province. Maintain the Overpayments Debtors Record. Supervise resources (Human, Finance, Equipment/Assets) in the section.
- ENQUIRIES APPLICATIONS** : Mr S Shongwe Tel No: (018) 387 8128
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- POST 34/45** : **SENIOR PRACTITIONER: ACCOUNTS RECEIVABLE: BENEFICIARY SERVICES REF NO: HR 4/4/4/05/02**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Provincial Office, but stationed at Pretoria Labour Centre, Gauteng
: Three (3) year Tertiary qualification (NQF level 6) in Accounting / Finance. Two (2) years' experience in accounts receivable environment. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions

Act (UICA), Public Financial Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA) Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Analytical, Numeracy
DUTIES: Provide accounts receivable and revenue collection service. Render debt recovery service in the province. Maintain the Overpayments Debtors Records. Supervise resources (Human, Finance, Equipment/ Assets) in the section.

ENQUIRIES : Mr N Pillay Tel No: (012) 309 5059
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 34/46 : **CLAIMS ASSESSOR REF NO: HR4/4/09/07**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R294 321 per annum
CENTRE : Labour Centre: Rustenburg
REQUIREMENTS : Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/OHS/ Finance/HRM. One (1) year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and functions. Compensation Fund Value chain and processes. Relevant Fund policies and procedures. Customer Services. COID Services. Risk Tariffs. Skills: Required Technical Proficiency. Communication (verbal, written, listening and questioning skills). Fund operating system. Data Capturing. Data and Record Management. Telephone skills and Etiquette. Planning and Organising. Analytical thinking. Problem solving and decision making.

DUTIES : Administer of claims registration process. Adjudicate registered claims. Quality Assurance for medical accounts payments. Render Administrative duties. Serve as a Team Leader/Supervisor.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8128
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

POST 34/47 : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/7/159**

SALARY : R294 321 per annum
CENTRE : Provincial Office Mpumalanga
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid driver's licence. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management. Duties: Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitor and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.

ENQUIRIES : Mr. AMP Mampuru Tel No: (013) 655 8900
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 7263, Witbank, 1035 or hand deliver at Corner of Hoffmeyer and Beauty Avenue, Labour Building.
FOR ATTENTION : Sub-directorate Human Resource Management, Provincial Office: Mpumalanga

POST 34/48 : **UI CLAIMS OFFICER REF NO: HR4/4/09/04**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R294 321 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Grade 12. 0-6 months' working experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.

- DUTIES** : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
- ENQUIRIES APPLICATIONS** : Mr S Shongwe Tel No: (018) 387 8128
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- POST 34/49** : **MEDICAL ADJUDICATOR: PROFESSIONAL NURSE (GRADE 1-3) (X2 POSTS)**
Re-advert, applicants who previously applied are encouraged to re-apply.
- SALARY** : Grade 1: R293 670 – R337 860 per annum, (OSD)
Grade 2: R358 626 – R409 275 per annum, (OSD)
Grade 3: R431 265 - R521 172 per annum, (OSD)
- CENTRE** : Labour Centre: Mafikeng Ref No. HR4/4/09/08 (X1 Post)
Provincial Office: Mmabatho Ref No. HR4/4/09/09 (X1 Post)
- REQUIREMENTS** : 4 years' degree/ 3 years' diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. **Grade 1:** 2-9 years' experience gained after registration, **Grade 2:** 10-19 years' experience gained after registration & **Grade 3:** 20 years above experience gained after registration in trauma/emergency/internal medical/ general surgery/ Orthopaedics/ theatre at the regional public hospital level or private hospital, gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and related legal as well ethical nursing practices, Compensations Fund policies, processes, Stakeholders and customers, Customers Service (Batho Principles), COIDA tariffs, technical knowledge, PFMA and national Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Data Capturing, Data and record management, Telephone skills and Etiquette.
- DUTIES** : Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical Accounts. Provide medical advice in the processing of occupational injuries claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injuries claims and OD medical accounts.
- ENQUIRIES APPLICATIONS** : Mr S Shongwe Tel No: (018) 387 8128
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- POST 34/50** : **CLIENT SERVICE OFFICER: UI REF NO: HR4/4/5/60**
- SALARY** : R241 485 per annum
- CENTRE** : Pietermaritzburg Labour Centre
- REQUIREMENTS** : Grade 12/ Matric Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care, Departmental policies, Procedure and guidelines. Skills: Interviewing, Communication, Listening, Conflict Management, Computer Literacy, Time Management, Customer Relations, Analytical, Interpersonal skills, Telephone etiquette, Team player, Innovative, Dedicated and Assertive.
- DUTIES** : Process applications for UI benefits. Provide screening services. Provide capturing services for applications of UIF benefits. Register payment continuation forms. Provide administrative functions.
- ENQUIRIES APPLICATIONS** : Mr M September Tel No: (033) 341 5300
: Deputy Director: Provision Operations: P/Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 34/51 : **REGISTRY CLERK: BENEFICIARY SERVICES REF NO: HR4/4/09/05**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R202 233 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Grade 12/ Senior Certificate or Equivalent. No experience required.
Knowledge: National Archive Act. Act. Public Service Regulation. Public Service Act. Public Finance Management Act. Record Management Act. Skills: Communication Listening. Computer literacy. Interpersonal. Time Management. Planning and Organizing.

DUTIES : Provide registry counter services. Handle incoming and outgoing correspondence. Render effective Filing and record management services. Process documents for archiving/disposal.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8128
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

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, 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. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants prior to appointment. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.
- ERRATUM:** Kindly note that the following post advertised in Public Service Vacancy Circular 33 dated 15 September 2023, Control Environmental Officer: Persistent Pollutants Management Grade A(OSD) with Ref No: (CMW05/2023), the Requirements has been amended as follows: An appropriate recognized four-year Degree qualification or equivalent qualification in chemistry, natural, engineering or environmental sciences plus at least six(6) years post qualification relevant experience in chemicals management. The closing date of the post is extended to 16 October 2023.

MANAGEMENT ECHELON

- POST 34/52** : **MEDICAL DOCTOR: ANTARCTICA REFNO: OC 18/2023**
(Approximately 15 Months Contract)
- SALARY** : R1 162 200 per annum, (all-inclusive package)
- CENTRE** : Antarctica
- REQUIREMENTS** : In possession of a relevant medical qualification recognised to practice as a General Practitioner in South Africa. At least 5 years of experience and registered with the medical board HPCSA or similar authoritative body. Must have practical experience in, and/or be able to respond to, the following fields. General Medicine, Dermatology, Ophthalmology, ENT, Psychiatry and Mental Health Counselling. Secondary areas include: Emergency Management, Anaesthetics and Intensive Care, Basic Surgery, Orthopaedics, Obstetrics and

Gynaecology, Occupational and Industrial Medicine, Dentistry, Radiography, Physiotherapy and Sports Medicine. Training may be provided in some of these areas before departure. Applicants must provide proof of registration as a medical practitioner and details of any suspensions or other actions from relevant medical registering bodies.

DUTIES

: The Medical Doctor will be the sole medical practitioner to provide complete generalist medical, surgical and emergency dental care, to about 12 expedition members for up to 15 months, at SANAE Base in Antarctica. This station accommodates about 12 people in winter and about 40 during summer (December to March). He/She will also be required to render occupational medicine, nutrition, preparation of first-aids kits, inventory control of pharmaceuticals and equipment. Medical support includes remote support from South African Military Health Service. Additionally he/she will provide instruction and advice to fellow expeditioners on matters of health, medical procedures and first-aid. Preparation of monthly and annual reports, do stock-takes to order supplies and equipment and do other common "non-medical" duties performed by expedition members. Should the incumbent present a befitting profile, he/she could be nominated as the team leader of the expedition. The successful incumbent will be required to perform the role of the onboard ship doctor en-route to Antarctica including pre-departure preparations. During this period the Doctor will need to undergo the requisite training provided and comply with all policies and regulations governing the ship's crew.

ENQUIRIES
NOTE

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

: The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (December 2023 to February 2025) at SANAE base. There is no option to return to South Africa before February 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.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Coastal KZN Technical Vocation Education and Training College)
Coastal KZN Technical Vocation Education and Training College is an Equal opportunity employer
inviting applications from suitable experienced applicants for these permanent posts.

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
- CLOSING DATE** : 10 October 2023
- NOTE** : Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. 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 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 a communication from the College Human Resources Management Administration Unit. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview and practical assessment (in respect of the Assistant Director post) within 60 days of the closing date should consider their application unsuccessful.

OTHER POSTS

- POST 34/53** : **ASSISTANT DIRECTOR (SL09): OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: CAO 16/2023**
(Re-Advertisement)
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Central Admin Office (Coastal KZN TVET College)
- REQUIREMENTS** : Grade 12/ Senior Certificate/ Equivalent at Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Public Management / Business Management / Office Management and Technology or related qualification plus at least 3 to 5 years of relevant supervisory experience in a strategic planning and administration environment or related field. A certificate on advanced management development program will be an added advantage. Recommendations: Advanced experience in the development of policies/ implementation strategies and practical experience in Office Management and Technology or public management will be an added advantage. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Skills: Planning and organizing, financial management, report writing, communication and interpersonal, problem solving, Computer literacy, analytical, client oriented, project management, team leadership, planning and organizing, people management.

- DUTIES** : Render administrative/executive support services in the office of the Principal. Ensure effective and efficient management of the College including the management of the workflow in the office of the Principal. Conduct research and provide expert administrative advice to the Principal and other officials in the college. Quality check letters, memoranda and submissions. Oversee and monitor the budget in the office of the Principal. Co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Establish and implement effective records and document management systems in the office of the Principal. Follow up and collate progress reports on the implementation of the resolutions. Coordinate reports/presentations to all forums attended by the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures. Co-ordinate and arrange all meetings, proceedings and activities of the above structures. Provide technical support during meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents and supporting for meetings of above structures. Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Ensure that approved minutes are signed off and safely kept. Prepare all presentations, speeches, reports of the Principal and Council Committees related to meetings of above structures. Provide strategic management, monitoring and evaluation services. Facilitate and co-ordinate operational and strategic planning process. Coordinate and compile strategic and operational plans. Set research agenda. Facilitate the development and implementation of service delivery improvement plans and initiatives. Facilitate, coordinate and support the implementation of priority programmes/projects. Coordinate and compile institutional performance and strategic reports. Conduct an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of productivity measurement framework (measure of how efficiently and effectively inputs labour, financial resource and infrastructure) are translated into inputs (good and services).
- ENQUIRIES** : RK Ramdev HR Unit Tel No: (031) 905 7000
- POST 34/54** : **SENIOR INTERNAL AUDIT AND QUALITY MANAGEMENT OFFICER REF NO: CAO 17/2023**
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Central Admin Office (Coastal KZN TVET College)
: Grade 12 certificate or equivalent. A recognised Degree or three-year National Diploma (NQF Level 6) in Internal Audit/ Accounting or equivalent/related qualification. A post graduate qualification in the relevant field/s will be an advantage. Minimum of 5 years' experience in Quality Management System/internal Auditing/Risk Management/ISO training and a minimum of 2 years' supervisory experience. Knowledge: Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of quality management practice following pieces of legislation: CET Act, ISO standards, Quality Management System etc. and internal auditor. Knowledge and understanding of Quality Management System reporting process and procedures. Skills: Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management. Values/attributes: Client service focus, Integrity, Committed, Proactive, loyal.
- DUTIES** : Render Internal Audits services to the college. Action the developed internal audit scope, criteria, roles and responsibilities, audit schedule and relevant tools for future internal audits. Conduct internal audit Raise non-conformances and list recommendations. Generate audit reports. Submit audit reports to the Internal Auditor. Distribute final audit report to the Principal, Departmental Managers and Campus Managers, where appropriate, for further action. Raise non-conformances during the internal audit and inform all process owners to

closeout all pending non-conformances before or on due date. Conduct customer satisfaction surveys for the college. Distribute Survey Questionnaires. Collect and Analyse data surveys. Compile survey report. Distribute survey report and discuss the way forward. Schedule and conduct management reviews for the college. Prepare needed data for management reviews. Distribute feedback to top management on the effectiveness of the quality management system and the need for improvement as per MR minutes. Remind process owners to execute the 'To Do List' recommendations to promote systematic continuous improvement. Use management reviews as an opportunity to improve service delivery. Assist in preparing and conducting SABS surveillance Audits/ Recertification Audits for the college. Prepare campuses and departments at central office for surveillance/ recertification audits. Apply recommendations made in the audit report to improve service delivery. Provide administrative duties and adhere to policies. Compile and submit reports on QMS to internal and external stakeholder. Maintain and update all databases for QMS interventions. Ensure proper use of all official resources in-line with departmental policies and prescripts. Ensure that all role players and managers are aware and understand regulatory compliance requirements. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

<u>APPLICATIONS</u>	:	Applications can be e-mailed to dohs@ursonline.co.za
<u>CLOSING DATE</u>	:	09 October 2023 at 16h00
<u>NOTE</u>	:	It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates 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: Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 34/55</u>	:	<u>DIRECTOR: HUMAN SETTLEMENTS PROGRAMMES AND PROJECTS MONITORING REF NO: DOHS/42/2023</u> Branch: Entities Oversight, IGR, Monitoring and Evaluation Chief Directorate: Sector Information Management System (IMS) & Performance Monitoring and Evaluation Directorate: Human Settlements Programmes and Projects Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum (Level 13) Pretoria Candidates should be in possession of Matric/Gr 12 or equivalent; Bachelor's degree/ Advanced Diploma in in Social / Economic Science/ Built Environment (NQF level 7) or any other relevant qualifications as recognised by SAQA. Minimum experience: 5 years' relevant experience at middle/senior management level. Knowledge and understanding of the Housing Legislative framework as well as Prescripts, Policies and Practices relevant to the Housing Sector. Good problem-solving skills coupled with strategic capacity, leadership and planning. Knowledge and understanding of financial prescripts and practices as well as financial management skills and the application of Treasury Regulations. Knowledge of Programme monitoring and evaluation guidelines, processes and procedures, Research and development. Knowledge and understanding of statistical analysis packages such as STATA/ SPSS/ SAS / MS Excel and other relevant data analysis software. Understanding the importance of people management and empowerment and

time management. Knowledge and understanding of Service Delivery models. Practical experience in programmes monitoring, research and analysis. The successful candidate must be focused on results and quality management. Planning and organising skills as well as creative and innovative will be an added advantage. Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course (certificate is submitted prior to appointment). The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

DUTIES

: The successful candidate will be expected to: Monitor the implementation and performance of the National Human Settlements policies, programs, projects, and priorities financed through the Human Settlements Development Grant (HSDG). Verification of quarterly reported performance of running projects financed through the HSDG. Collation of data and report on Medium Term Strategic Framework (MTSF) performance. Manage resources allocated to the Directorate.

ENQUIRIES

: Mr C Ramalepe Tel No: (012) 444-9113

NOTE

: Female candidates and people with disabilities are encouraged to apply

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 : 09 October 2023 at 12:00 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 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.

**INTERNSHIP PROGRAMME 2024
 PERIOD: 36 MONTHS**

OTHER POSTS

POST 34/56 : **PUBLIC FINANCE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)**
 Chief Directorate: Admin. Services
 Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.

STIPEND : R241 485 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom/Accounting/Economics
ENQUIRIES : enquiries only: erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 34/57 : **PUBLIC FINANCE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)**
 Chief Directorate: Economic Services
 Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.

STIPEND : R241 485 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom/Honours Economics/Public Finance
ENQUIRIES : enquiries only: erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

<u>POST 34/58</u>	:	<u>PUBLIC FINANCE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Education & Related Departments Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Honours Economics/Development Economics/ Development Finance/Honours Public Policy.
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/59</u>	:	<u>PUBLIC FINANCE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Health & Social Development Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Honours Economics/Honours Public Administration
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/60</u>	:	<u>BUDGET OFFICE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: International Development Co-operation Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Honours Internal Audit/Risk Management
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/61</u>	:	<u>BUDGET OFFICE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Public Finance Statistics Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Economics/Accounting
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/62</u>	:	<u>BUDGET OFFICE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Fiscal Policy Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BSc Honours Statistics/Mathematics/BCom Honours Econometrics
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

<u>POST 34/63</u>	:	<u>INTEGOVERNMENTAL RELATIONS INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X3 POSTS)</u> Chief Directorate: Local Government Budget Analysis Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Accounting/BTech Financial Accounting BCom Informatics/BCom Honours Accounting BCom Economics/Bachelor/Honours Public Administration
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/64</u>	:	<u>INTEGOVERNMENTAL RELATIONS INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Neighbourhood Development Partnership Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Internal Audit/Accounting
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/65</u>	:	<u>INTEGOVERNMENTAL RELATIONS INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Provincial Budget Analysis Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/Advanced Diploma/BCom/Honours Accounting/Financial Accounting/Financial Management
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/66</u>	:	<u>ECONOMIC POLICY INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Modelling & Forecasting Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Honours/Masters Economics/Econometrics
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/67</u>	:	<u>TAX & FINANCIAL SECTOR POLICY INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Financial Sector Development Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Honours/Masters Economics/BCom Honours Finance
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

<u>POST 34/68</u>	:	<u>INTERNATIONAL & REGIONAL ECONOMIC POLICY INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Multilateral Development Banks Concessional Finance Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Economics
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/69</u>	:	<u>INTERNATIONAL & REGIONAL ECONOMIC POLICY INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X2 POSTS)</u> Chief Directorate: Global & Emerging Markets Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Economics BCom Finance/ Development Economics/ Masters Economics/Public Policy/International Relations/International Law
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/70</u>	:	<u>ASSET & LIABILITY MANAGEMENT INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Financial Operations Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/BCom/Honours Accounting/Financial Management/Investment Management/Economics
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/71</u>	:	<u>ASSET & LIABILITY MANAGEMENT INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Governance & Financial Analysis Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Law/LLB
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/72</u>	:	<u>ASSET & LIABILITY MANAGEMENT INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Strategy & Risk Management Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Accounting/Economics
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

<u>POST 34/73</u>	:	<u>CORPORATE SERVICES REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Financial Management – Budgets & Internal Control Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Accounting/Cost & Management Accounting/Financial Management
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/74</u>	:	<u>CORPORATE SERVICES REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Financial Management – Public Entities Oversight Unit Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Finance/Accounting/Bachelor Business Science Finance
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/75</u>	:	<u>CORPORATE SERVICES REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Financial Management – Supply Chain Management Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Supply Chain Management/Logistics/Public Management
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/76</u>	:	<u>CORPORATE SERVICES REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Information Communication & Technology Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/BTech/BSc Honours Information Technology/Computer Science
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/77</u>	:	<u>OFFICE OF THE CHIEF PROCUREMENT OFFICER REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: SCM Policy & Legal Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Law/LLB/Bachelor Public Administration.
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

<u>POST 34/78</u>	:	<u>OFFICE OF THE CHIEF PROCUREMENT OFFICER REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: SCM Governance, Monitoring & Compliance Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Supply Chain Management/BCom Law
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/79</u>	:	<u>OFFICE OF THE CHIEF PROCUREMENT OFFICER REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Transversal Contracting Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/BCom/Honours Supply Chain Management/Logistics
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/80</u>	:	<u>OFFICE OF THE ACCOUNTANT GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X2 POSTS)</u> Chief Directorate: Accounting Support & Reporting Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Accounting/Financial Management BCom Honours Accounting
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/81</u>	:	<u>OFFICE OF THE ACCOUNTANT GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Governance Monitoring & Compliance Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Public Finance/Accounting/LLB
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/82</u>	:	<u>OFFICE OF THE ACCOUNTANT GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: MFMA Implementation Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Law/LLB
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

<u>POST 34/83</u>	:	<u>OFFICE OF THE ACCOUNTANT GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Specialised Audit Services Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Informatics/Information Systems/Accounting
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/84</u>	:	<u>OFFICE OF THE ACCOUNTANT GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Technical Support Services Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Accounting
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/85</u>	:	<u>OFFICE OF THE DIRECTOR GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X2 POSTS)</u> Chief Directorate: Internal Audit Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/BTech/BCom Internal Audit /BCom Accounting/Risk Management
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/86</u>	:	<u>OFFICE OF THE DIRECTOR GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Risk Management Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Risk Management/Internal Audit/Law/LLB
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/87</u>	:	<u>OFFICE OF THE DIRECTOR GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Strategic Projects Monitoring & Evaluation Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor/Honours Public Administration/Business Administration
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

**CHARTERED ACCOUNTANTS' ACADEMY (CAA) 2024
(36 Months)**

- APPLICATIONS** : To apply: Send your application form available on <https://www.treasury.gov.za/graduate/default.aspx> Grade 12 certificate, full official academic record, and your South African ID to: caa@treasury.gov.za
- CLOSING DATE** : 09 October 2023 at 12:00 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. 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/s and/or to re-advertise a post/s. The National Treasury is compliant to the requirements of POPIA.

OTHER POST

- POST 34/88** : **CHARTERED ACCOUNTANTS ACADEMY REF NO: CHARTERED ACCOUNTANTS ACADEMY 2024**
Division: Office of The Accountant-General
Training Programme: Candidates are invited to apply for the programme and will be exposed to the public sector with a view to meeting the skills shortage in the sector. Trainees will have an opportunity to be on the cutting edge of financial management transformation and be part of policy development initiatives while developing technical and professional competencies.
Purpose: The National Treasury's Chartered Accountants Academy offers a three-year full-time training contract that will provide trainees with an opportunity to develop the Professional Values, Attitudes and Acumens (PVAA) proficiency in pursuance of the Chartered Accountancy CA (SA) profession.
- STIPEND** : R424 104 per annum, (all-inclusive)
- CENTRE** : Pretoria, Johannesburg, Cape Town & Durban
- REQUIREMENTS** : Certificate in the Theory of Accounting (CTA) or equivalent qualification that meets SAICA requirements to write Initial Test of Competence (ITC) in January 2024. Candidates who are in the process of completing CTA or doing final year of equivalent qualification can apply. Proof of academic results.
- DUTIES** : Key learning areas to be clarified by various units where the successful trainees will be placed.
- ENQUIRIES** : caa@treasury.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

- APPLICATIONS** : **National Office Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.
- CLOSING DATE** : 09 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 34/89 : **ASSISTANT DIRECTOR: ICT SYSTEMS ANALYST REF NO: 2023/327/OCJ**

SALARY : R424 104 - R496 467 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Information Systems/Technology/Computer Science or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of three (3) years' experience in Systems Analysis. A minimum of three (3) years' experience in Software Applications support. A valid driver's license. Skills and competencies: Design, build, test, execute system development projects. Development of technical specifications. Maintain and support existing systems. Develop and maintain new IT systems. Management of the departmental Web systems/Portals. Extensive knowledge of Website development, support and management. Technical knowledge and skills of at least five (5) of these technologies: HTML; Joomla; WordPress; CSS; JavaScript, Adobe Program Suite or related. Ability to adapt to various technologies. Ability to relate business processes to systems and subsystems that support them. Ability to apply creative thinking in the design of methods for processing information with information technology systems. Understand IT Strategy, Governance, Knowledge Management and IT Governance. Ability to analyse information and situations, identify and solve problems, reason logically, and draw valid conclusions. Ability to work under pressure. Willingness to work long hours. Effective communications skills (written and verbal). Good interpersonal skills.

DUTIES : Develop and maintain new IT systems and support existing systems. Develop requirements functional / system specifications. Carry out investigations and analysis to gain full knowledge of business processes and practices of an organization. Ensure operation by training client personnel and provide support. Conduct system test plans to ensure the quality, performance and integrity of a system. Ensure the effective management of the departmental web systems/portals, i.e. SharePoint Portal and the OCJ Intranet. Develop, maintain, and update the departmental Websites and web pages following an outlined project plan, and follow best practices and standards for coding.

ENQUIRIES : Technical enquiries: Mr David Reid Tel No: (010) 493 2500/8755
HR Related enquiries: Mr. A Khadambi Tel No: (010) 493 2527

POST 34/90 : **PRACTITIONER: HR PLANNING AND OD REF NO: 2023/328/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : Matric certificate and a three (3) years' National Diploma/Degree in Management Services/Operation Management or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' experience in aspects of OD, Change Management and HR planning and willingness to travel. Skills and Competencies: Knowledge and experience in the application of the provisions of the relevant legislation in the Public Service Management services techniques. Policy analysis and interpretation. Computer Literacy in MS programmes, Org plus, Viso and Evaluate system. Project management. Service Delivery innovation. Knowledge of OrgPlus. Problem Solving and Analysis. People management and empowerment. Client orientation and customer focus Communication. Initiative and innovative driven. Report writing skills. Presentation skills. Ability to work independently and in a team. Self-management and the ability to communicate professionally. Hard working: Proactive and creative. Ability to work under pressure. Attentive to detail.

DUTIES : Conduct work study investigations. Gather and analyse relevant information for investigation. Develop and review job descriptions. Conduct job analysis. Conduct job evaluation process. Conduct benchmarks for job evaluation. Implement Change Management strategies. Conduct analysis for change management. Render Human Resource Plans. Develop and review the structure. Monitor and review HR Plans. Coordinate HR Planning activities. Update project dashboard. Render organization development administrative duties.

- ENQUIRIES** : Technical enquiries: Ms N Mopeli Tel No: 010 493 2500
HR related enquiries: Mr A Khadambi Tel No: (010) 493 2527
- POST 34/91** : **SECURITY OFFICER REF NO: 2023/329/OCJ**
- SALARY** : R147 036 - R 170 958 – R170 598 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of The High Court: Cape Town
- REQUIREMENTS** : 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 in to 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 Enquiries: Ms. V Noah Tel No: (021) 469 4038
HR related Enquiries: Ms. M Baker Tel No: (021) 469 4038

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at Private Bag X 944, Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number) or via link: <https://affirmativeportfolios.co.za/dpme> Emailed applications will not be accepted.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 10 October 2023 @ 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za.

OTHER POST

- POST 34/92** : **OUTCOME ASSISTANT: ECONOMY REF NO: 42/2023**
CD: Economy & Infrastructure
- SALARY** : R527 298 per annum (Level 10), plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum of a relevant 3 year tertiary qualification (NQF 6) in the area of Economics, Public Administration or related fields with at least 5 years

appropriate experience as an economist (M&E experience preferable) or related fields and 2 years at supervisory level. Should possess high level skills in: report writing, project management, sound knowledge of the Microsoft Office suite (including excel and power point). Must have good problem-solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies.

DUTIES

: The successful candidate will be responsible to provide support to the Outcomes Facilitator: Economy to the MTSF process. This entails supporting the developing, reviewing and implementing of sector specific planning of the MTSF and NDP and prepare first draft reports; Provide support in undertaking and coordinating of sector specific research and support the implementation of the Socio-economic Impact Assessment System. (SEIAS). Provide support in the monitoring, evaluation and conducting of periodic reviews of sector specific performance. Assist in formulating intervention strategies and report accordingly and provide technical advice and support to governance structures and stakeholders. Render administrative support to the Outcomes Team in the execution of their duties. Support and form part of Presidential and Executive M&E interventions teams, undertaken by the Special Projects. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.

ENQUIRIES

: Mr M Lehong Tel No: (012) 312-0540

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE : 13 October 2023 at 16H00

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

OTHER POSTS

POST 34/93 : **CHIEF ENGINEER GRADE A: CIVIL REF NO: 2023/382**

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

CENTRE : Cape Town Regional Office

REQUIREMENTS : At least a BSc or BEng in Civil Engineering Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in

various fields of civil engineering which include but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract.). (Postgraduate qualification will be an added advantage). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.

DUTIES : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

ENQUIRIES : Ms T Kolele Tel No: (021) 402 2063
APPLICATIONS : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

FOR ATTENTION : Ms. C Rossouw

POST 34/94 : **CHIEF ENGINEER GRADE A: STRUCTURAL REF NO: 2023/383**

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

CENTRE : Cape Town Regional Office

REQUIREMENTS : At least a BSc or BEng in Civil Engineering. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in the field of structural engineering which include but not limited to: design and construction of concrete structures (such as industrial, residential and office building; water and waste water treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. (Postgraduate qualification will be an added advantage). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.

DUTIES : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects.

Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

<u>ENQUIRIES</u>	:	Ms T Kolele Tel No: (021) 402 2063
<u>APPLICATIONS</u>	:	Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 34/95</u>	:	<u>CHIEF ENGINEER: ELECTRICAL (GRADE A) REF NO: 2023/384</u>
<u>SALARY</u>	:	R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	Engineering degree (B Eng/ BSC (Eng) or relevant qualification; 6 years post qualification experience as an Engineer in Building Services Environment; compulsory registration with ECSA as professional Engineer. Project Management; Electrical Engineering. Project Management; Electrical Engineering. Electrical Engineering best practice; Project Management; Extensive knowledge of all electrical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering practices 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; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Manage significant projects risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Manage the operational maintenance & capital projects portfolios for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering 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. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final consultants payments. Accept responsibility for the development, implementation, review and regular updating of standardised electrical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor in-house projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians. Comply with Engineering Services requirements to ensure uniform best practices across the department.

- ENQUIRIES** : Ms. T Kolele Tel No: (021) 402 2063
- APPLICATIONS** : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
- FOR ATTENTION** : Ms. C Rossouw
- POST 34/96** : **CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2023/385**
- SALARY** : R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; 6 years post qualification experience as an Engineer in Building Services Environment; compulsory registration with ECSA as professional Engineer. Project Management; Mechanical Engineering. Project Management; Mechanical Engineering. Mechanical Engineering best practice; Project Management; Extensive knowledge of all Mechanical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.
- DUTIES** : Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering practices 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; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Manage significant projects risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Manage the operational maintenance & capital projects portfolios for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; People management; Manage the development, motivation and utilization of human

resources for the discipline to ensure competent knowledge base for the continued success of engineering 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. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final consultants payments. Accept responsibility for the development, implementation, review and regular updating of standardised mechanical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor in-house projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians. Comply with Engineering Services requirements to ensure uniform best practices across the department.

- ENQUIRIES** : Ms. T. Kolele Tel No: (021) 402 2063
- APPLICATIONS** : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
- FOR ATTENTION** : Ms. C Rossouw
- POST 34/97** : **CHIEF ENGINEERS GRADE A: CIVIL REF NO: 2023/386 (X2 POSTS)**
- SALARY** : R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : At least a BSc or BEng in Civil Engineering. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in various fields of civil engineering which include but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract.) (Postgraduate qualification will be an added advantage). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.
- DUTIES** : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
- ENQUIRIES** : Mr M Ramushu Tel No: (012) 406 2109
- APPLICATIONS** : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau

<u>POST 34/98</u>	:	<u>CHIEF QUANTITY SURVEYOR: GRADE A REF NO: 2023/387</u>
<u>SALARY</u>	:	R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Cape Town regional Office
<u>REQUIREMENTS</u>	:	B Degree in Quantity Surveying or equivalent. Be registered as a Professional Quantity Surveyor with SACQSP (South African Council for the Quantity Surveying Profession). Relevant experience: Six years post qualification and relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. Incumbent should be proficient in technical consulting and technical report writing. Must be able to draw up Bill of Quantities, submitting payment certificates and budget control of projects. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Appropriate and good understanding of all relevant legislation and construction industry contracts. Good human relations. Good and oral written communication skills. Knowledge of Public Finance Management Act, Occupational Health and Safety Act, Supply chain management, Contract Management. Applied knowledge of all Built environment legislatives/regulating requirements. A valid driver's license and the ability/willingness to travel.
<u>DUTIES</u>	:	Provide technical support to Project Managers in evaluating effectiveness and/or efficiency of solutions offered by consultants. Maintenance of operational agreements between Client Departments and Department of Public Works. Provide a quality survey on all building designs. Inspect buildings in the process of construction and ensure that the required standards are being applied in the building process-report on such inspections. Inspect existing buildings to ensure that the state property is sensibly utilized and not wasted. Perform final review and approval or audits on new architectural designs according to design principles, Set maintenance standards specifications and service levels according to organizational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on architectural related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures and infrastructure and scrutinize and approve architectural fee accounts of consultants. Mentor, train and develop candidates and related technical personnel to promote skills/knowledge transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Ms T Kolele Tel No: (021) 402 2063
<u>APPLICATIONS</u>	:	Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 34/99</u>	:	<u>DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2023/388</u> (People with disabilities are encouraged to apply)
<u>SALARY</u>	:	R958 824 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Information Technology. Minimum relevant working experience in property management, IT environment, or Systems and Data Management, Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and deadline driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143 / (012) 406 2043

APPLICATIONS : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 34/100 : **DEPUTY DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT (DEFENCE & SOCIAL CLUSTERS) REF NO: 2023/389**
(Re-advertisement, applicants who applied previously are encouraged to reapply)

SALARY : R958 824 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Real Estate and Property Management. Appropriate experience in Asset (immovable) Management/ Property Management or Facilities Management. Relevant management experience. Knowledge: Asset (immovable) Management. Property Management. Government Immovable Asset Management Act, 2007. Public Finance Management Act, 1999. Treasury regulations. Property related legislations. Project management. Skills: Problem solving. Planning and organising. Strategic planning. Time management. Computer literacy. Facilitation skills. Report writing. Feasibility analysis. Analytical thinking. Good communication skills. Interpersonal skills. Personal Attributes: Goal and solution orientated. Self-driven. Assertiveness. People and client orientated. Team player. Innovative. Ability to adapt work schedule in response to operational requirements. Willingness to travel and driver's license.

DUTIES : The incumbent will be responsible for immovable asset management functions within the department with the following key result areas aligned to the approved Strategic Plan, Annual Performance Plan and Business Plan: Assist with the development and review of Custodian Asset (immovable) Management Plans. Develop Implementation Programmes to address user departments and custodian's accommodation requirements. Programme Management. Assess the performance (i.e. physical/ functional, financial and utilisation) of state-owned facilities and recommend possible intervention measures. Prioritise investment solutions in line with life cycle asset (immovable) management principles. General management of immovable assets under the custodianship of the Department of Public Works and Infrastructure (DPWI). Develop Asset (immovable) Management policies, strategies and guidelines. Provide management support to the unit/ section.

ENQUIRIES : Ms. C Maseloane Tel No: (012) 406 1908

APPLICATIONS : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms. NP Mudau

POST 34/101 : **DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2023/390**
(24 Months Contract)

SALARY : R958 824 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Information Technology. Minimum relevant working experience in property management, IT environment, or Systems and Data Management, Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation

Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and deadline driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143 / (012) 406 2043
APPLICATIONS : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau
NOTE : People with disabilities are encouraged to apply.

POST 34/102 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2023/391**

SALARY : R527 298 per annum
CENTRE : Mthata Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial, Public Administration, Marketing, Real Estate Management or Built Environment. Extensive experience in the field of User Demand Management/Key Accounts Management within the Public Service Sector will be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA), Works Control System (WCS). Property Management Information System (PMIS) & ARCHIBUS, Public Finance Management Act (PFMA), Treasury Regulations, User Asset Management Plans, Custodian Asset Management Plans (CAMP). Knowledge of Infrastructure Management Development System (IDMS), Built Environment, Programme, Projects Property and Facilities Management, Construction Regulations, Occupation Health and Safety, Financial Administration, Procurement Processes and System. Specific knowledge of the Correctional Service Portfolio will be an advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirement. Valid Driver's licence and be prepared to travel to attend official duties outside the office. Skills required: Planning, Organisational, Interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.), Client relations. Provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in accordance with office requirements. Disputes resolution and conflict management. Management of performance management development systems.

DUTIES : Assist with the management and alignment of the accommodation portfolio of DOJ, DCS & Others. Verify and issue Procurement Instruction to ensure that it is in line with client's requirements. Assess and analyse accommodation requirements. Liaise with DOJ & CD, DCS & Others regarding leasing portfolio management, facilities management and maintenance. Co-ordinate and chair meetings and taking minutes of meetings with external and internal Clients (Forums). Ensure that all meeting logistics are properly coordinated. Develop tracking matrix to track progress on clients meeting resolutions. Conduct client satisfaction surveys to evaluate client satisfaction. Conduct client courtesy visits. Liaise with internal and external stakeholders. Assist clients to request funding for their accommodation needs. Prepare client specific quality monthly reports on Leasing, Projects and Facilities Management Programs. Verify clients' reports received from executing units to ensure that they are meaningful and responsive to clients' expectations. Establish, implement and

maintain efficient and effective communication and client relationships. Attend BID specification and BID Evaluation Committee meetings to ensure that Clients' specific requirements are taken into consideration during Bid Specification stage. Request technical reports, estimate and feasibility studies on buildings identified for Planned Maintenance (including OHS matters) and compile submissions to Property Performance Management for registration and funding for new projects on WCS. Co-ordinate the Client's needs with executing units. Assists clients with UAMP inputs to their respective Head Offices to enable them to complete U-AMP template. Attend project concept reports to ensure that client's requirements are correctly defined. Attend Projects/ leasing progress/site meetings when required to clarify User Demand Management related issues and to monitor project progress in general for reporting purposes to the clients. Provide Support and assist in monitoring the budget and expenditure levels of DOJ & CD, DCS & Others. Undertake all administrative functions required with regard to Financial and Human Resources Administration. Plan and allocate work to employees. Manage employees' performance through PMDS.

ENQUIRIES : Ms C Sotshangane Tel No: (047) 502 7000
APPLICATIONS : Mthatha Regional Office: The Regional Manager, Department of Public Works & Infrastructure Private Bag X 5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II, 5th Floor, Mthatha.
FOR ATTENTION : Ms. N Mzalisi

POST 34/103 : **ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2023/392**

SALARY : R527 298 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Human Resource Development, Public Administration, Public Management, Sociology, Psychology, Education and Behavioural Sciences. Relevant years of experience in Training and Skills Development Coordination field. Willingness to travel and work irregular hours and be in possession of a valid driver's licence (Code B – Old Code 8). Computer literacy, planning and organising, Social facilitation, conflict management, training and presentation skills, training quality assurance, stakeholder management, budget management, contract management, record keeping, claims support, procurement procedures and reporting are also key requirements for this job.

DUTIES : Coordinate the training for EPWP participants. Collect and capture data for reporting training interventions. Facilitate as a trainer on EPWP training interventions. Provide support in the process of developing and maintaining training programs. Coordinate capacity building programmes for EPWP Officials. Provide support to Training Providers during training and claims processes.

ENQUIRES : S Simelane Tel No: (031) 314 7357
APPLICATIONS : Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 34/104 : **ASSISTANT DIRECTOR: IT PROJECT REF NO: 2023/393**

SALARY : R424 104 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Information Technology or Project Management with relevant working experience in project management. Knowledge and understanding of Project Management processes: PMBOK and Software Development Lifecycle Methodologies (SDLC). Must have a demonstrable MS Project experience. Skills and Competencies: Applied strategic thinking; Communication; Information management; Continuous improvement; Developing others; Diversity management; Interpersonal conflict and resolving problems; Planning and organizing; Decision making; Team leadership.

DUTIES : Assist in management of IT Projects. Registration of projects. Setting up and administration of project initiation and other related workshops. Standard project administration duties when required. Data repository creation and maintenance. Preparation of weekly and monthly management review reports.

Coordination of staff training. Assisting in managing the Information Technology Project Office. Liaise with customers for purposes of providing good services. Design and implement a project management methodology to cover end-to-end project life cycle. Contribute to business requirements specification exercises. Allocate project management resources and balance resources for optimum management of projects. Formulate and negotiate service level agreements with service providers. Keep abreast of tenders and projects that will impact Information Services. Ensure adequate documentation of all projects in the Project Office. Monitor changes and problems related to projects.

ENQUIRIES : T Malapela Tel No: (012) 406 1730
APPLICATIONS : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 34/105 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2023/394**

SALARY : R424 104 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Auditing/Accounting. Internal Audit Technician (IAT)/ Professional Internal Auditor (PIA). Practicing Internal Auditor with appropriate experience. Knowledge of Standards for Professional Practice of Internal Auditing, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, Accounting standards. Proficient computer literacy, Numeracy, Advanced communication (verbal and written), Language and linguistic skills, Project management. Report writing, organization and co-ordination, interpersonal skills, negotiation skills, Analytical thinking, interviewing skills, ability to assess and analyze information and make relevant findings, Problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance. Registration with the Institute for Internal Auditors. A valid driver's license.

DUTIES : Conduct audit, risk management, internal control and governance processes; supervise audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence, ensure the development of audit working papers, ensure conclusions on audit findings, develop draft and final internal audit reports. Ensure the provision of administrative functions of Internal Audit component; ensure co-ordination in the administration of the office and office management systems. Examine financial and operating records and reports through audit programmes, ensure that controls over record-keeping and reporting are adequate and effective. Reconcile financial reports with reconciliation statements to ensure accurate record of transactions. Review and ensure compliance regarding policies, plans, procedures, legislation and regulations, review systems established to ensure compliance. Confirm the existence and use of the asset register, verify the physical existence of the assets, utilise appropriate audit procedures in verifying the assets, appraise the economy and efficiency with which the resources are employed. Review operations/programmes to ascertain whether results are consistent with established goals and objectives, establish whether operations are carried out as planned, and submit findings and recommendations to the component. Supervise employees.

ENQUIRIES : Mr S Khomo Tel No: (012) 492 3066
APPLICATIONS : Polokwane Regional Office: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr. NJ Khotsa

POST 34/106 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT (SCM) REF NO: 2023/395**

SALARY : R424 104 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Public Administration/ Auditing / Law or relevant qualification. Relevant working experience with supervisory level (salary level 7/8). Knowledge of Supply Chain Management Framework, Contract Administration, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is an added advantage. Ability to develop contract templates and service level agreements. Ability to resolve contract related disputes and provide advice on handling of contract breaches. Computer literacy in MS Office; Excellent writing, analytical, communication, presentation, and facilitation skills; Stakeholder management and understanding of government processes; Project management experience. Contract documentation audits is strongly recommended. A valid driver's license. Knowledge of infrastructure procurement will be an added advantage.

DUTIES : Facilitate, monitor, analyse and determine actions to ensure proper contract administration, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, products place, conditions, quality and price according to the contract. Monitor suppliers' performance according to the contract and service level agreement, and supervise employees to ensure an effective service delivery. Update and manage an accurate contracts register. Ensure proper implementation of the Contract Management policy. Consolidate and coordinate contracts performance reports for various projects for goods and services including infrastructure. Handle breach of contract referrals and related disputes from various units and contractors. Ensure effective management of stakeholders.

ENQUIRIES : Mrs N Ngiba Tel No: (031) 314 7151
APPLICATIONS : Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 34/107 : **CHIEF WORKS MANAGER (MECHANICAL): WORKS MANAGEMENT REF NO: 2023/396**

SALARY : R359 517 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Mechanical Engineering, or N3 plus trade test in one of the following: Boiler Making, HVAC, Refrigeration and Lift Mechanic. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, A valid Driver's license. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.

DUTIES : Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, ensure compliance with OHSA, Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients.

ENQUIRIES : Mr. M Ntshona Tel No: (041) 408 2307

- APPLICATIONS** : Port Elizabeth Regional Office: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.
- FOR ATTENTION** : Ms S Mafanya
- POST 34/108** : **SENIOR ADMIN OFFICER: TRANSPORT REF NO: 2023/397**
Re-advertisement: Applicants who applied previously are encouraged to re-apply
- SALARY** : R 359 517 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF 6) in Supply Chain Management/ Logistics/ Transport Management/ Public Administration/ Public Management, Business Management/ Business Administration. Relevant working experience in Transport/ Fleet management environment. Knowledge: Sound knowledge of administrative delegations. Comprehensive knowledge of Treasury prescripts. Excellent knowledge of applicable financial business systems. Excellent verbal and written communication skills. Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems. Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements. A valid driver's license. Candidates will be expected to undergo through competency test.
- DUTIES** : Management of Transport Unit. Day to day management, maintenance of fleet and other transport matters. Manage utilisation of subsidized vehicles. Ensure optimum use of fleet vehicles. Ensure proper completion and reconciliation of logbooks. Ensure timely processing of invoices and reconciliation of accounts. Ensure timely processing of excess invoices and clearing of suspense account. Ensure timely approval and processing of Subsistence and Transport claims. Effective budget management. Ensure proper budget monitoring. Updating of invoices' status on Reapatala tracking system. Assist with preparation of quarterly and annual financial statement. Ensure effective control measures are implemented and adhered to. Attend to Service level agreement service. Ensure effectiveness of the control and flow of files and records. Willingness to work abnormal hours. Management of human resource related issues, supervision of personnel.
- ENQUIRIES** : Khanyisa Moko Tel No: (021) 402 2296
APPLICATIONS : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
- FOR ATTENTION** : Ms. C Rossouw
NOTE : People with disabilities are encouraged to apply.
- POST 34/109** : **ADMINISTRATIVE OFFICER: PROJECTS REF NO: 2023/398 (X2 POSTS)**
- SALARY** : R294 321 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Administration/Public Management/ Project Management or relevant qualification. Computer literacy (MS Word, PowerPoint, Excel, and Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least two years relevant experience, i.e. in the built environment. Knowledge of PFMA, SCM and National Treasury Regulations. Ability to work independently. Knowledge of WCS would be an advantage.
- DUTIES** : Provide administrative and general office management and support to Project Managers, Project management processes within specific time frames. Preparing documentation for presentations and reports. Render general/clerical support services to the component. Administer secretarial and logistical support services. Making required travel and accommodation arrangements. Managing the flow of information and documents related to claims, payments, invoices and consultation fees relevant to the office. Updating of WCS on daily basis.
- ENQUIRIES** : Mr. D Fortuin Tel No: (021) 402 2013

- APPLICATIONS** : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
- FOR ATTENTION** : Ms. C Rossouw
- POST 34/110** : **ARTISAN BRICKLAYER: WORKSHOP REF NO: 2023/399**
Re-advertisement: Applicants who applied previously are encouraged to re-apply.
- SALARY** : R220 533 per annum, (OSD Salary package)
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Trade Test in Bricklayer in terms of the provision of Section 13(2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act. Relevant experience is required. A valid driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
- DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings.
- ENQUIRIES** : Mr. M Stephens Tel No: (021) 402 2334; Mr. M Jumba Tel No: (021) 402 2338; Mr.T Mudau Tel No: (021) 402 2333.
- APPLICATIONS** : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
- FOR ATTENTION** : Ms. C Rossouw
- POST 34/111** : **ADMINISTRATIVE CLERK: PROGRAMME MANAGEMENT OFFICE (PMO) REF NO: 2023/400 (X2 POSTS)**
(36 Months Contract)
- SALARY** : R202 233 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Grade 12/ Senior Certificate. No previous experience required. Willing to adapt work schedule in accordance with office requirements. Experience in programme management office will be an added advantage. Knowledge: Wide range of office administrative tasks. Good telephone etiquette. Demonstrative computer literacy. Relevant legislation. Basic financial administration. Skills: Advanced communication (verbal and written) Sound organisational skill. Good people skill. Language skills. Ability to communicate well with people at different levels. Basic numeracy. Interpersonal skills. Office administration and organisational skills. Planning and organising. Ability to act with tact and discretion. Personal Attributes: People orientated. Hard working. Resourceful. Self-motivated. Trust worthy. Creative.
- DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide procurement support services: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering of material and equipment from suppliers. Oversee and co-ordinate movement of furniture. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the

component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Control expenditure allowed variance.

ENQUIRIES : Mr S Mdakane Tel No: (012) 406 1282
APPLICATIONS : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
FOR ATTENTION : Ms NP Mudau

POST 34/112 : **SCM CLERK: MOVABLE ASSET MANAGEMENT REF NO: 2023/401**
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R202 233 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification. Relevant working experience in Movable Asset Management. The ability to work under pressure. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations, Asset Management Framework, Financial systems (LOGIS). Computer literacy (MS Word, Excel, Access and Outlook). Strong analytical, and interpersonal skills. Sound financial accounting and budgeting skills. The ability to manage external stakeholders. Proven knowledge of Logis and Bas systems (Asset Management Functions). A valid driver's license.

DUTIES : Provide clerical support services in the process of acquiring movable assets. Participate in the physical verification of movable assets. Render administrative assistance in the process of disposing movable assets. Manage stock discrepancies and disposal process Perform other asset management admin activities. Ensure provision of movable assets to users. Liaise and interact regarding the management of state assets. Liaise with regard to updating of inventories. Updated and compliant asset register. Liaise regarding movable assets order. Capture balance adjustments for surplus and shortages.

ENQUIRIES : Ms N Pikoli Tel No: (021) 402 2358
APPLICATIONS : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

FOR ATTENTION : Ms. C Rossouw

POST 34/113 : **ADMIN CLERK: MOVABLE ASSETS MANAGEMENT REF NO: 2023/402 (X4 POSTS)**

SALARY : R202 233 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Senior Certificate/ Grade 12 or equivalent qualification with related experience in Movable Asset Management or LOGIS. Knowledge: Public Finance Management Act (PFMA); Office Administration; Procurement policies; Reporting procedures; Financial systems (LOGIS); Supply Chain Management framework; Asset Management framework; Computer literacy. Skills: Effective communication. General office management. Ability to work under pressure; hard working. Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Valid driver's licence will be an added advantage.

DUTIES : Provide admin support in the acquisition Management:- Verification of ICN and Item codes. Follow up on outstanding Orders (assets), Verification of the receipt for correctness, quantity and quality upon delivery, receiving of assets on LOGIS, Effective and Efficient administration of Movable Asset Register and updating inventory control sheet. Facilitate physical movements of assets and update the spot checks of assets. Conduct annual assets verification. Investigate surpluses and shortages, and Capture balance adjustments. Creating and maintaining of custodians of Inventory. Book in & out of assets for repairs. Bar-coding of assets; updating the asset register; maintain an asset document filling system. Assist with preparation of asset for disposal.

ENQUIRIES : Mr A Madyantyi Tel No: (031) 3147139
APPLICATIONS : Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 34/114 : **ADMINISTRATION CLERKS: SUPPLY CHAIN MANAGEMENT REF NO: 2023/403 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Durban Regional Office
: Senior Certificate/Grade 12 or equivalent qualification with related experience in Supply Chain Management. Knowledge and understanding of the legislative framework governing the Public Services. Computer literacy. Skills: Effective communication skills (verbal and written). General office administration. Ability to take minutes of meetings. Ability to work under pressure; hard working. Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Interpersonal relations. Valid driver's license will be an added advantage.

DUTIES : Maintain a proper record system for the component. Update registers and statistics. Manage office correspondence from different stakeholders. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders. Ensure effective updating of the archibus system. Provide personnel administration within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness travel requests / claims and submit to the Manager for approval. Handle telephone accounts and petty cash for the component. Handle routine enquiries.

ENQUIRIES APPLICATIONS : Ms N Ngiba Tel No: (031) 314 7151
: Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets, Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 34/115 : **GENERAL FOREMAN: CLEANING SERVICES REF NO: 2023/404**
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R171 537 per annum
: Mmabatho Regional Office - Brits Magistrate Court
: Senior Certificate/Grade 12, must be computer literate, must have supervisory experience. Communication and basic numeracy, interpersonal relations, administrative skills. Exposure to cleaning chemicals and chemicals and hazardous working conditions, knowledge of cleaning methods, chemicals and cleaning materials. Ability to write a report.

DUTIES : Administer attendance records for the cleaners. Inspect the physical environment to ensure hygiene and cleanliness. Monitor the condition and availability of cleaning equipment. Order, receive and issue cleaning materials. Ensure safe keeping of cleaning materials and equipment. Manage and resolve grievances of the cleaning staff. Compile attendance reports. Delegate work responsibilities. Assist in cleaning certain areas in the building. Report faults and defects that might affect daily normal operations.

ENQUIRIES APPLICATIONS : Mr. B. Mabale Tel No: (018) 386 5303
: Mmabatho Regional Office: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 34/116 : **SUPERVISOR: CLEANING SERVICES (X2 POSTS)**
Re-advertisement: Applicants who applied previously are encouraged to re-apply.

SALARY CENTRE : R171 537 per annum
: Cape Town Regional Office
: Mitchells Plain Court Ref No: 2023/405 A (X1 Post)
: Oudtshoorn Ref No: 2023/405 B (X1 Post)

REQUIREMENTS : Applicant must have a Standard 8/ Grade 10 or equivalent qualification and minimum relevant experience. Good interpersonal, effective communication

and numeracy skills. Ability to perform routine tasks and to work with staff at various levels. Knowledge on usage of cleaning materials and equipment will be added advantage. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Manage and supervise cleaning staff and assist with the day-to-day cleaning. Manage and control equipment and materials. Supervise the provisioning of housekeeping, cleaning, safeguarding & maintenance services. Perform administration functions associated to housekeeping & cleaning services. Monitor compliance in that all instructions relating to the utilization and storage of materials and equipment is upheld. Perform physical inspection of cleaned areas. Review employees' performance. Monitor the condition and availability of equipment. Ensure the inspection of logistics and physical environment to ensure clean maintained environment in adherence to Occupational Health & Safety (OHS).

ENQUIRIES : Mr. Dorian Lewin Tel No: (021) 402 2140
APPLICATIONS : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

FOR ATTENTION : Ms. C Rossouw

POST 34/117 : **SUPERVISOR: CLEANING SERVICES REF NO: 2023/406 (X2 POSTS)**

SALARY : R171 537 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A junior certificate, Abet or equivalent qualification with relevant experience at a supervisor level. Ability to operate cleaning equipment. Knowledge of types and purpose of cleaning materials. Knowledge of the OHSA. Knowledge of the LRA. Computer literacy. Effective communication skills. Project management skills. Conflict resolution skills. Valid driver's license. Willingness to travel. Exposure to hazardous working conditions.

DUTIES : Supervise cleaning services rendered: Coordinate cleaning services, ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness, supervise cleaning staff, compile cleaning reports. Effective management and control equipment and materials: identify resource requirements and special operational needs, monitor the condition and availability of cleaning equipment, ensure the maintenance/servicing of equipment, the replacement/servicing of equipment, ensure the replenishment and distribution of cleaning equipment and materials, maintain the material register. Support the administration of the section. Identify staff requirements, support the administration of human resources, assess the performance of cleaners, receive and submit leave of supervisors and cleaners.

ENQUIRIES : Mr S Ngcobo Tel No: (031) 314 7176
APPLICATIONS : Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 34/118 : **CLEANER: FACILITY MANAGEMENT REF NO: 2023/407 (X4 POSTS)**

SALARY : R125 373 per annum
CENTRE : Mmabatho Regional Office:
Dada Motors (X1 Post)
Unit 3 (X1 Post)
Koster Magistrate Court (X1 Post)
Klerksdorp Magistrate Court (X1 Post)

REQUIREMENTS : Senior Certificate/Grade 12, ABET 2, 3, 4, Passed Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors and offices. Scrubbing, moping and polishing floor. Dust and polish furnitures. Sweep and mop holding cells. Wash windows on the regular basis.

ENQUIRIES : Mr. B Mabale Tel No: (018) 386 5303
APPLICATIONS : Mmabatho Regional Office: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 34/119 : **CLEANER FACILITIES MANAGEMENT: CLEANING SERVICES (X6 POSTS)**

SALARY CENTRE : R125 373 per annum
: Oudtshoorn Ref No: 2023/408 A (X2 Posts)
: Wynberg Ref No: 2023/408 B (X1 Post)
: Montagu Ref No: 2023/408 C (X1 Post)
: Ladismith Ref No: 2023/408 D (X1 Post)
: Caledon Ref No: 2023/408 E (X1 Post)

REQUIREMENTS : A junior certificate Grade 8, ABET level 4 or equivalent qualification. Good interpersonal, basic communication and literacy skills. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage. Ability to work physically for long hours, exposed to chemicals and hazardous working conditions.

DUTIES : The effective cleaning of buildings: Cleaning office, court rooms and open spaces; empty dustbins; dust and polish wood tables and other furniture; refill water bottles with fresh water; clean windows, doors and walls; Scrubbing, moping and polishing floors and vacuum carpets; Sweeping passages, floors, offices floors, pavements and basement. The effective cleaning of toilets: deep cleaning of toilets; refill toilets dispensers with toilet papers and hands washing soap; wash basins, walls and floors. The effective cleaning of kitchens: wash dishes during forums and other meetings; wash kitchen floors; clean kitchen appliances; assist with tea and coffee during forums and other meetings. The rendering of assistance regarding the general safety of buildings: report defects encountered during cleaning; alert working staff of slippery floors and stairs; alert supervisor of failed light bulbs and locks not working.

ENQUIRIES APPLICATIONS : Mr. Dorian Lewin Tel No: (021) 402 2104
: Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

FOR ATTENTION NOTE : Ms. C Rossouw
: People with disabilities are encouraged to apply.

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.

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 09 October 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of a fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

MANAGEMENT ECHELON

- POST 34/120** : **DIRECTOR: INNOVATION & DIGITAL BUSINESS REF NO: D – I&DB**
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Innovation and Entrepreneurship/ Computer Science/ Software Engineering/ Computer Engineering/ Digital Business. Postgraduate in Digital Business Development will be an added advantage. Possess a minimum of 5 years' relevant experience at a middle/senior managerial level in delivering strategic digital solutions / Digital Business / ICT Business Development environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Demonstrate competence in Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Communication, Client Orientation and customer Focus, Problem Solving & Analysis and Service Delivery Innovation.
- DUTIES** : Manage the provision of transversal application management services to small businesses in collaboration with the DSBD internal GICTM. Develop innovative strategies built around technology platforms and applications to improve the accessibility, performance and impact of DSBD portfolio products and services. Collaborate with internal GICTM, entities and other stakeholders in managing the provision and maintenance of e-commerce and digital business platform support systems. Develop strategies to enhance business support services for SMMEs in the ICT sector. Develop and implement incubation and related business development strategies to enhance support of incubators and digital hubs. Establish collaborative partnerships, coordinate and facilitate access to

digital hubs and incubators, monitor the implementation and report on digital hubs and incubation support initiatives. Manage and ensure effective and efficient utilization of financial, human, and physical resources in line with applicable legislation. Communication (verbal, written and formal presentations, etc.) with stakeholders from diverse backgrounds and deliver relevant information.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394 5286/1440

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 and gender will receive preference (as per the DSBD EE Plan Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: "D – I&DB"

POST 34/121 : **DIRECTOR: BUSINESS INTELLIGENCE, ECONOMIC ANALYSIS & ECONOMETRICS REF NO: D - BIEA**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE REQUIREMENTS : Pretoria
A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Business Economics / Public Administration or Business Management / Development Studies or equivalent. NQF level 8 or higher in the same disciplines will be an added advantage. Possess a minimum of 5 years of experience at a middle or senior managerial level within an economic research, model analysis and forecasting related environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.

DUTIES : Set the Small Business Development portfolio research agenda and drive sector economic research and modelling. Manage the development and maintenance of a research repository and direct future paths of the economy under a different mix of policies. Manage the provision of a single point of entry for all SMMEs to access information as well as coordination of research interventions in support of SMME development. Manage the coordination of research interventions in support of SMME development and source research that impacts formal and informal businesses as well as disseminate research findings and data to relevant stakeholders to inform policy, strategy, framework, programme and mechanism development. Conduct sector economic research and modelling. Analyse the impact of policy options and shocks on the main growth and development index. Manage and ensure effective and efficient utilisation of the financial, human and physical resources of the Directorate in line with applicable legislation. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394 5286/ 1440

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 the DSBD EE Plan will receive preference. Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – BIEAE"

POST 34/122 : **DIRECTOR: STRATEGIC PLANNING, MONITORING & REPORTING REF NO: D - SPMR**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Business Administration/ Business Management/ Social Sciences/ Public Administration. Post graduate qualification in Monitoring and Evaluation would be an added advantage. Possess a minimum of 5 years of experience at a middle or senior managerial level within a strategic planning, monitoring, and reporting environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Programme & Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment, Client Orientation and Customer Focus and Communication.

DUTIES : Facilitate and coordinate Departmental and Small Business Development Portfolio strategic and operational planning processes. Coordinate and compile Departmental strategic and operational plans. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems related to the Strategic, Monitoring and Reporting function. Manage the development and implementation of service delivery improvement plans, the service delivery model and related initiatives. Facilitate, coordinate and support the implementation of priority programmes / projects. Coordinate and compile institutional performance and strategic reports. Conduct assessments of the departments' effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of the productivity measurement framework. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation, including develop and report on the Operational Plan for the Unit, identify and develop strategic and operational risks and mitigation plan for the Unit, effective People Management, lead Change Management initiatives within the Directorate, ensure 95% expenditure, or more, of the directorate's allocated budget and adhere to all financial prescripts and ensure the Directorate adheres to the Human Resource prescripts, manage day-to-day deliverables of the Directorate, ensure the Directorate is fully capacitated and contributes towards the attainment of the Department's <10% vacancy rate. Communicate (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394 5286/ 1440

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Filling of the post will be in line with the DSBD EE Plan. Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – SPMR"

POST 34/123 : **DIRECTOR: BUSINESS EFFICIENCY AND EFFECTIVENESS OPTIMIZATION REF NO: D – BEE0**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Economics / Development Studies / Business Management / Administration or equivalent. Honours degree in the same discipline will be an added advantage. Possess a minimum of 5 years relevant experience at a middle or senior managerial level within a business regulatory or similar environment. A compulsory pre-entry into the Senior Management

Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Have knowledge of legal and institutional arrangements governing the South African public sector and private, Modern systems of governance; Stakeholder relationship management, understanding of the concept of red tape and its reduction and Regulatory Impact Assessments and similar tools. Display competencies in Strategic Capability and leadership, Programme and project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.

DUTIES : Conduct research on the administrative and legislative burdens affecting SMMEs and Cooperatives and provide directives and make recommendations on the ease of doing business. Lead and manage the policy and business process analysis (with emphasis on business procedure and process improvement) and provide position papers that identify red tape constraints and provide solutions for SMMEs and co-operatives at both start-up and scale-up phases. Manage and coordinate support to Provinces and Municipalities to identify and implement interventions that reduce red tape for SMMEs and Entrepreneurs. Manage the development of mechanisms, tools, and programmes that supports red tape reduction and the ease of doing business. Monitor implementation of business efficiency and effectiveness optimization plans. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information. Manage and ensure effective and efficient utilization of financial, human, and physical resources in line with applicable legislation.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394 5286/ 1440

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 the DSBD EE Plan will receive preference. Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – BEE0"

POST 34/124 : **DIRECTOR: ENTITY OVERSIGHT REF NO: D – ENT OVERS**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework).

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Public Management / Administration. Possess a minimum of 5 years' relevant experience at a middle/ senior managerial level. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Demonstrate competencies in Strategic Capability and leadership, Programme and project Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.

DUTIES : Manage the provision of governance and regulatory compliance framework. Monitor the implementation of shareholder compact or service delivery agreements and blended funding initiatives. Facilitate stakeholder interface, including meetings between the EA, Entity board / Executive. Facilitate the evaluation of strategic plans, budget and mandatory and performance reports in collaboration with programme managers. Prepare recommendations to the EA regarding approval or amendments of such plans and reports and support the EA in tabling the mandatory reports to the relevant structures e.g. National Assembly. Manage and ensure effective and efficient utilization of financial, human, physical resources in line with applicable legislation. Communication with colleagues, clients and stakeholders from diverse backgrounds.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394 5286/ 1440

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 the DSBD EE Plan will receive preference. Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – ENT OVERS"

2023 TO 2025 GRADUATE INTERNSHIP PROGRAMME

The Department of Small Business Development invites South African unemployed graduates who are between the ages of 18-35 to apply for the 2023/24 DSBD Graduate Internship Programme.

OTHER POSTS

- POST 34/125** : **GRADUATE INTERN: ENTREPRENEURSHIP REF NO: DSBD/INT/ENTREPR/02**
 Branch: Enterprise Development, Innovation & Entrepreneurship
 CD: Entrepreneurship & Enterprise Development)
 Directorate: Entrepreneurship
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelors Degree (NQF7) in Economics / Public Administration / Entrepreneurship / Development Studies or Business Management as recognised by SAQA.
- ENQUIRIES** : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)
- APPLICATIONS** : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.
- POST 34/126** : **GRADUATE INTERN: LEGAL SERVICES REF NO: DSBD/INT/LERGALS/01**
 Branch: Administration (CD: Corporate Management Services)
 Directorate: Legal Services
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelors Degree (NQF 7) in Law or related as recognised by SAQA
ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)
- APPLICATIONS** : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.
- POST 34/127** : **GRADUATE INTERN: FACILITIES MANAGEMENT REF NO: DSBD/INT/FACILMGT/01**
 Branch: Administration
 CD: Corporate Management Services
 Directorate: Security, Facilities Management & Auxiliary Services
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : National Diploma (NQF 6) / Bachelor's degree (NQF 7) in Facilities Management / Built environment/ Building Maintenance / Property Management/ Accommodation Management
- ENQUIRIES** : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)
- APPLICATIONS** : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/128 : **GRADUATE INTERN: INTERGOVERNMENTAL RELATIONS REF NO: DSB/INT/IGR/01**
Branch: Sector Policy & Research
CD: Intergovernmental Relations & Business Efficiency
Directorate: Intergovernmental Relations
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF7) in Public Administration / Political Science /International politics /Development Studies or related field as recognised by SAQA

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

APPLICATIONS : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/129 : **GRADUATE INTERN: PRIMARY SECTOR REF NO: DSB/INT/PRIMSECT/01**
Branch: Sector Policy & Research
CD: Sector Specific Support
Directorate: Primary Sector
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelors Degree (NQF7) in Public Administration / Business Management /Development Studies /Economics as recognised by SAQA.

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

APPLICATIONS : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/130 : **GRADUATE INTERN: TERTIARY SECTOR REF NO: DSB/INT/TERTSECT/01**
Branch: Sector Policy & Research (CD: Sector Specific Support)
Directorate: Tertiary Sector
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF7) in Public Administration / Business Management /Development Studies /Economics as recognised by SAQA.

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

APPLICATIONS : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/131 : **GRADUATE INTERN: SECONDARY SECTOR REF NO: DSB/INT/SECNDSECT/01**
Branch: Sector Policy & Research
CD: Sector Specific Support
Directorate: Tertiary Sector
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF7) in Public Administration / Business Management /Development Studies /Economics as recognised by SAQA.

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

APPLICATIONS : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/132 : **GRADUATE INTERN: DIGITAL BUSINESS SUPPORT REF NO: DSB/INT/DIGITAL/BUSNSUPP/01**
Branch: Enterprise Development, Innovation and Entrepreneurship
Directorate: Innovation and Digital Business (Digital hubs and Incubators)
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelors Degree (NQF level 7) in Digital Business Development/ Computer Science / Information System/ Information Technology or Business Process Analytics as recognised by SAQA

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

NOTE : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/133 : **GRADUATE INTERN: DIGITAL HUBS & INCUBATORS SUPPORT REF NO: DSB/INT/DIGITAL/HUBSUNCUBTS/02**
Branch: Enterprise Development, Innovation and Entrepreneurship
Directorate: Innovation and Digital Business (Digital hubs and Incubators)
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelors Degree (NQF level 7) in Computer Science / Digital Business/Information Systems/ Business Management / Business Administration / Entrepreneurship as recognised by SAQA.

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

APPLICATIONS : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/134 : **GRADUATE INTERN: MEDIA RELATIONS REF NO: DSB/INT/COMMSMARKT/MEDRELATS/01**
Branch: Administration
CD: Corporate Management
Directorate: Communication and Marketing
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Diploma or Bachelors Degree (NQF6/7) in Communication, Media studies, Marketing, Public Relations or Journalism as recognised by SAQA.

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

APPLICATIONS : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/135 : **GRADUATE INTERN: MEDIA PRODUCTION REF NO: DSB/INT/COMMSMARKT/MEDPRODT/02**
Branch: Administration
CD: Corporate Management
Directorate: Communication and Marketing
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Diploma / Bachelor's degree (NQF 6/7) in Video Production, Graphic Design, Strategic Communication, Journalism, or a related field as recognised by SAQA.

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

- APPLICATIONS** : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.
- POST 34/136** : **GRADUATE INTERN: INFORMAL AND MICRO DEVELOPMENT REF NO: DSBD/INT/INFORMAL/MICRODEV/01**
 Branch: Integrated Co-operatives and Enterprise Development
 CD: Economic Transformations
 Directorate: Informal and Micro Development
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF7) in Public Administration/ Public Management/Business Management/ Development Studies / Economics as recognised by SAQA.
- ENQUIRIES** : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)
- APPLICATIONS** : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

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** : 27 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 part 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 a note that National School of Governance (NSG) has introduced 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, 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.

MANAGEMENT ECHELON

- POST 34/137** : **DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION REF NO: DOT/HRM/2023/75**
Branch: Civil Aviation
Chief Directorate: Civil Aviation
- SALARY** : R1 663 581 per annum (Level 15), all-inclusive salary package, of which 30% can be structured according to individual needs.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
An undergraduate NQF level 7 and a postgraduate qualification (NQF Level 8) as recognised by SAQA in Transport and Logistics / Transport Management / Transport Economics with 8 – 10 years experience at a senior management level in the aviation sector. Knowledge and Skills: Understanding of the global and regional aviation landscape; A thorough knowledge of the air transport industry, including its regulations, standards, challenges, opportunities and best practices; Negotiation and problem-solving skills; A proven leadership and management skills, Report writing skills; A demonstrated ability to lead and manage teams, projects and budgets. Communication: Verbal & Written communication – English – above average – Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in

order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment: Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Career Pathing: promotion to next level, progression to next level is possible through competition for a vacant higher position; Career Development: extended management development programme, project khaedu. Training Development: SMS member who have a dual career path must ensure that skills related to their occupational classifications are updated within every three (3) per performance cycle, SMS members who require continuous professional development as obliged by their respective professional body must update their skills accordingly. Every SMS member must spend a minimum of 18 days mandatory training on a combination of generic/technical/professional training over every three (3) year performance cycle.

DUTIES : Manage the Development of internationally competitive regulatory framework for Civil Aviation; Ensure the provision of aviation economic analysis, regulation and strategies for industry development. Ensure effective monitoring and evaluation of the impact of aviation safety, security and environmental regulatory framework; Represent South Africa at the International Civil Aviation Organisation (ICAO) Council. Participate in project teams to achieve a multi-disciplinary to meet set objectives of the Department; Manage the resources of the Branch.

ENQUIRIES : Ms Fikile Nhangombe Tel No: (012) 309 3514
NOTE : Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

POST 34/138 : **CHIEF DIRECTOR: PUBLIC ENTITY OVERSIGHT REF NO: DOT/HRM/2023/76**
 Branch: Administration (Office of the Director-General)
 Chief Directorate: Public Entity Oversight

SALARY : R1 371 558 per annum (Level 14), all-inclusive salary package, of which 30% can be structured according to individual needs.

CENTRE : Pretoria (Head Office)
REQUIREMENTS : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport Economics/ Transport Planning/ BCom Business / Financial Management / Law/ Corporate Governance/ Company Law with a minimum of 5 years' experience at a senior management level in a Corporate Governance or State-Owned Enterprise Oversight environment. A valid driver's licence is required. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: The following will serve as recommendations: Legislative and policy prescripts relevant to the Department and its SOEs. Corporate governance as it applies to the public and private sector, as well as Company law. Project Management, strategic planning and risk management. PFMA, National Treasury Regulations and other relevant legislation and polices relevant to public entities. Understanding of corporate governance processes, the facilitation of appointments for Boards or Councils of public entities, and the coordination of entities' strategic and annual performance plans. Knowledge and understanding of monitoring the performance of public entities. Knowledge of the financial and non-financial report writing, Policy formulation and evaluation. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate.

DUTIES : Provide public entity corporate governance advisory services. Facilitate the recruitment process for the appointment of Board Members for Public Entities. Facilitate the Cabinet approval and appointment process of the Chief Executive

Officers. Provide advice on governance matters and compile the necessary reports. Ensure compliance documents are in place. Ensure performance evaluations with regards to governance functioning and general business performance is conducted. Establish Public Entity governance structures. Manage the performance and compliance of public entities. Ensure alignment of public entity planning documents (Corporate Plans, Strategic Plans and Annual Performance Agreements) with the strategic plan of the Department. Monitor and evaluate performance of DOT Entities as stated in the planning documents. Monitor compliance with PFMA and/or agency's enabling legislations, regulations and policies. Manage Stakeholder Relationships. Ensure compliance of Public Entities with financial requirements. Coordinate, analyse and report on the financial information of public entities. Monitor the compliance of entity's financial information and performance according to the strategic/corporate plans. Oversee and facilitate the implementation of sound financial practice within public entities. Maintain and review the integrated reporting information of public entities. Provide an effective Stakeholder Relations. Manage and coordinate stakeholder relations between the branches, Director-General and the Executive Authority as well as the Public Entities. Form as a point of contact between the Department and Public Entities. Process stakeholder queries. Process Parliamentary questions. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Participate in the planning and or implementation of cross functional projects. Participate in development of the definition of the project missions, goals, tasks and resources requirements. Research and identify methods to monitor projects and apply. Manage project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Manage project progress reporting. Manage and control the Chief Directorate. Provide guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Chief Directorate. Establish and maintain governance and administrative system's continuity within the work of the Chief Directorate. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Authorise expenditure. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the Chief Directorate. Set budget levels.

ENQUIRIES
NOTE

: Ms Fikile Nhangombe Tel No: (012) 309 3514
: Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

POST 34/139

: **CHIEF DIRECTOR: MARITIME INFRASTRUCTURE AND INDUSTRY DEVELOPMENT REF NO: DOT/HRM/2023/77**
Branch: Maritime Transport Branch
Chief Directorate: Maritime Infrastructure and Industry Development

SALARY

: R1 371 558 per annum (Level 14), all-inclusive salary package, of which 30% can be structured according to individual needs.

CENTRE
REQUIREMENTS

: Pretoria (Head Office)
: An appropriate recognised NQF level 7 in Built Environment / Civil Engineering/ Maritime Studies / Transport Management / Transport Economics / Econometrics / Transport and Logistics Management/ Transport Planning with 6 -10 years relevant experience in the Maritime sector or Port Industry of which 5 years' experience must be at senior management level. Knowledge and Skills: Knowledge of the South African Maritime Transport environment; Knowledge and understanding of the Port development framework; Knowledge of the Comprehensive Maritime Transport Policy; Knowledge of International Maritime Treaties/protocols (WTO/WCO/UNCTAD/IMO); Knowledge of the Merchant Shipping Act and relevant Maritime Regulations; Knowledge and understanding of the Economic and Modelling in the transport related discipline; Compilation of management reports; Knowledge of the Public Finance Management Act (PFMA). Communication – Verbal & Written communication – English – above average – Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in order to ensure the achievement of strategic organisational objectives.

Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment: Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Career Pathing: promotion to next level, progression to next level is possible through competition for a vacant higher position; Career Development: extended management development programme, project khaedu.

DUTIES : The successful candidate will: Manage the development, growth and transformation of the maritime industry; Manage the development and planning for Maritime Transport infrastructure and freight logistics; Manage and monitor the development, planning and execution of Operation Phakisa and promote economic growth in the maritime sector; Participate in the project teams to achieve a multi-disciplinary approach to meet set objectives of the Department; Manage the resources of the Chief Directorate.

ENQUIRIES : Mr M. Madiya Tel No: (012) 309 3329
NOTE : Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

POST 34/140 : **DIRECTOR: MARITIME INDUSTRY DEVELOPMENT AND ECONOMIC REGULATION REF NO: DOT/HRM/2023/78**
 Branch: Maritime Transport
 Chief Directorate: Maritime Infrastructure and Industry Development

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

CENTRE : Pretoria (Head Office)

REQUIREMENTS : An undergraduate NQF level 7 qualification as recognised by SAQA in Maritime Management/Transport Economics/ Built Engineering /Transport Planning/ Economics with a minimum of 6 – 10 years' experience in the maritime industry of which 5 years' must be at a middle/senior managerial level. Knowledge and Skills: Knowledge of South African Maritime Transport Environment; Knowledge and understanding of the Port development framework; Knowledge of the Comprehensive Maritime Transport Policy; Knowledge of International Maritime Treaties/ protocols (WTO/WCO/UNCTAD/IMO); Knowledge of the Merchant Shipping Act and relevant Maritime Regulations; Knowledge and understanding of the Economics and Modelling in the transport related discipline; Compilation of management reports; Knowledge of the Public Finance Management Act (PFMA). Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. Communication: Verbal & Written communication – English – above average – Governance related to information; People Management & Empowerment: Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Career Pathing: promotion to next level, progression to next level is possible through competition for a vacant higher position; Career Development: extended management development programme, project khaedu, financial management

DUTIES : Ensure compliance with economic policies and development of multilateral and bilateral agreements; Manage maritime economic regulation and analysis; Manage the promotion of the maritime industry locally, regionally and globally; Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department; Manage the resources of the Directorate.

ENQUIRIES : Mr M Madiya Tel No: (012) 309 3329

- NOTE** : 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
- POST 34/141** : **DIRECTOR: ECONOMIC ANALYSIS AND REGULATION REF NO: DOT/HRM/2023/79**
Branch: Civil Aviation
Chief Directorate: Aviation Economics and Industry Development
Directorate: Aviation Economics and Regulation
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport Economics / Economics / Science / Economics Engineering / with 6-10 years' experience in aviation of which 5 years must be at a Middle Management Services (MMS) level. Certificate of successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and skill: Understanding of the global and regional aviation landscape. A thorough knowledge of the air transport industry, including its regulations, standards, challenges, opportunities, and best practices Negotiation and problem-solving skills. A proven leadership and management skills. Compilation of management reports. A demonstrated ability to lead and manage teams, projects and budgets. Communication: Verbal & Written communication - English - above average. Governance related to information.
- DUTIES** : Manage all aspects related to air transport market access and economic regulation. Manage tariff regulation aspects related to air services, airports and air navigation service charges. Research and collate data for planning and forecasting purposes. Manage the resources of the Directorate.
- ENQUIRIES** : Ms Tshitshi Phewa Tel No: (012) 309 3205
- NOTE** : 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.
- POST 34/142** : **DIRECTOR: AIR TRANSPORT REF NO: DOT/HRM/2023/80**
Branch: Civil Aviation
Chief Directorate: Policy and Regulation
Directorate: Air Transport
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport and Logistics / Transport Management / Transport Economics with 6-10 years' experience in the aviation sector of which 5 years 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 skill: Understanding of the global and regional aviation landscape. A thorough knowledge of the air transport industry, including its regulations, standards, challenges, opportunities, and best practices Negotiation and problem-solving skills. A proven leadership and management skills. Compilation of management reports. A demonstrated ability to lead and manage teams, projects and budgets. Communication: Verbal & Written communication - English - above average. Governance related to information.
- DUTIES** : Maintain and enhance South Africa's position on bilateral air transport. Manage all aspects relating to licensing and permits, safety and security. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department and South Africa. Manage the resources of the Directorate.
- ENQUIRIES** : Ms Elizabeth Mpye Tel No: (012) 309 3446
- NOTE** : 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.

OTHER POSTS

<u>POST 34/143</u>	:	<u>PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: DOT/HRM/2023/83</u> Branch: Administration (office of the Director-General) Chief Directorate: Administration (office of the Director-General) Directorate: Administration (office of the Director-General) Sub Directorate: Administration (office of the Director-General)
<u>SALARY</u>	:	R811 560 per annum (Level 11), all-inclusive salary package, of which 30% can be structured according to individual needs
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate NQF level 6 qualification in Office Management and Technology Secretariat / Management Assistant / Public Management / Administration / Business Management with 3 years relevant experience at a junior management or Assistant Director level or 10 years' experience at a senior practitioner (salary level 8) level in rendering support services to senior management. Knowledge and Skills: (Competencies). Knowledge on the relevant legislation/policies/prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.
<u>DUTIES</u>	:	Provide diary management. organise general administrative issues in the office of the Director-General. Provide staff management. Manage logistical matters.
<u>ENQUIRIES NOTE</u>	:	Ms Fikile Nhangombe Tel No: (012) 309 3514 Preference will be given to African Male, Coloured Male /Female, White Male and persons with disabilities are encouraged to apply for the position.
<u>POST 34/144</u>	:	<u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: DOT/HRM/2023/84</u> Branch: Public Transport Chief Directorate: Public Transport Industry Development Directorate: Contract and Subsidy Management
<u>SALARY</u>	:	R958 824 per annum (Level 12), all-inclusive salary package, of which 30% can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate NQF Level 6 qualification as recognized by SAQA in Transport Management / Transport Economics / Economics / Transport Planning / Law with 5 years' experience in the management of contracts / subsidy environment of which 3 years must be at junior management or Assistant Director Level. Knowledge: (Competencies): Knowledge in passenger transport field, knowledge and understanding of Contract Management, understanding of the NLTTA, computer and PFMA.
<u>DUTIES</u>	:	Coordinate the management and administration of Public Transport Operations Grant in terms of the Division of Revenue Act and PFMA. Develop a Contract Management System. Manage the evaluation of the Subsidy Management System (SUMS). Manage the Sub-Directorate.
<u>ENQUIRIES NOTE</u>	:	Mr Tshifhiwa Mudzielwana Tel No: (012) 309 3583 Preference will be given to African Male / Female, Coloured Male /Female, Indian Male, White Male and persons with disabilities are encouraged to apply for the position.
<u>POST 34/145</u>	:	<u>DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: DOT/HRM/2023/85</u> Branch: Corporate Services Chief Directorate: Office of the Chief Information Officer Directorate: Business Intelligence
<u>SALARY</u>	:	R811 560 per annum (Level 11), all-inclusive salary package, of which 30% can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate NQF level 6 qualification in Library and information Science / Information Management / Knowledge Management with 3 years at a Junior

		Management or Assistant Director level in knowledge management field. Knowledge and skills: Knowledge and understanding of the DPSA knowledge Management framework. Must have the ability to contribute in Web designing. Computer skills. Communication- verbal and written communication – English – above average. Financial management. Strategic Capability and Leadership. Promote and raise awareness of knowledge management in the Department. Development a knowledge management portal. Promote the effective use of the knowledge sharing tools. Manage the Presidential Hotline. Manage the knowledge Centre / Library.
<u>DUTIES</u>	:	
<u>ENQUIRIES</u>	:	Ms Lebo Kwadjo Tel No. (012) 309 3984
<u>NOTE</u>	:	Preference will be given to African Male / Female, Coloured Male /Female, Indian Male, White Male and persons with disabilities are encouraged to apply for the position.
<u>POST 34/146</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: DOT/HRM/2023/86</u> Branch: Civil Aviation Chief Directorate: Aviation Economic Analysis & Industry Development Directorate: Economic Analysis & Regulation
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 6 qualification in Transport Economics/ Transport Management/ Transport Planning with 2 – 3 years' experience in an aviation environment
<u>DUTIES</u>	:	Assist in the development of economic forecasts for South African's Air transport global competitiveness. Ensure adherence to ICAO's statistical requirements. Participate in the inter-departmental project teams and inter-departmental task teams relating to pertinent economic forecasting issues. Provide project administration.
<u>ENQUIRIES</u>	:	Ms Chamaine Mathonsi Tel No: 012 309 3939
<u>NOTE</u>	:	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.
<u>POST 34/147</u>	:	<u>STATE ACCOUNTANT: SYSTEM CONTROLLER REF NO: DOT/HRM/2023/87</u> Branch: Office of the Chief Financial Officer Chief Directorate: Budgeting and Compliance Directorate: Management Accounting and Budgeting
<u>SALARY</u>	:	R294 321per annum (Level 07), all-inclusive salary package, of which 30% can be structured according to individual needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	NQF level 6 in Finance with two years working experience in finance. Experience in System Control will be an added advantage.
<u>DUTIES</u>	:	Maintain Bas. Monitor interfacing or transversal systems. Access and monitor financial systems. Provide guidance and capacity development on BAS. Maintain safetyweb. Develop, implement and maintain policies and procedures in area of responsibility.
<u>ENQUIRIES</u>	:	Ms. Khathazile Mabena Tel No: (012) 309 3768
<u>NOTE</u>	:	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.
<u>POST 34/148</u>	:	<u>LEGAL ADMINISTRATION OFFICER: CORPORATE LEGAL MR 1 – MR 5 REF NO: DOT/HRM/2023/86</u> Branch: Corporate Services Chief Directorate: Legal Services Directorate: Corporate Legal
<u>SALARY</u>	:	R228 915 – R1 005 801 per annum (Salary will be determined in accordance with OSD determination)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An LLB or as otherwise determined by Minister of Justice and Constitutional Development with 0 - 14 years appropriate post qualification legal experience. Experience in drafting and editing contracts. Knowledge and skills: Application of the law to the facts, knowledge of Administrative Acts, principles concepts,

DUTIES

: knowledge of the constitution. Communication: Verbal (from highest to the lowest hierarchal level), computer literacy. Analytical and Project Management. provide legal opinion / advice. Provide litigation services for the Department. Draft / vet contracts and other legal documents. Manage administrative enquires.

ENQUIRIES
NOTE

: Mr Sifiso Simelane Tel No: (012) 309 3141
: Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.