



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 34 OF 2023

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### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

**AMENDMENT**

: **DEPARTMENT OF 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.

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

*It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the Departmental Employment Equity plan.*

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number must be delivered to the Head: Economic Development and Tourism. Applications must be posted to Department of Economic Development and Tourism Private Bag X11215, Nelspruit, 1200 or delivered to Nokuthula Simelane Building, No 7 Government Boulevard, Riverside Park, Extension 02, Mbombela, 1201
- CLOSING DATE** : 13 October 2023 @ 16h15
- NOTE** : Application forms for employment (New Z83 form) must be fully completed and signed and quote the correct post reference number. The new Z83 form can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). Incomplete and unsigned application form for employment (Z83) will not be considered. An applicant must submit a recent and comprehensive CV with contactable referees i.e. telephone numbers and email addresses. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents. All non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews. Evaluation certificates must accompany foreign qualifications from the South African Qualification Authority (SAQA). All shortlisted candidates for MMS posts will be subjected to a generic managerial competency assessment and personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (03) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within three (03) months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

**OTHER POSTS**

- POST 34/268** : **DEPUTY DIRECTOR: ECONOMIC POLICY AND PLANNING REF NO: DEDT 2023/24/09**
- SALARY** : R811 560 per annum (Level 11), total cost to employer, consisting of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs.
- CENTRE REQUIREMENTS** : Head Office: Mbombela  
: An appropriate SAQA recognised NQF7 tertiary qualification in Economics/Econometrics/Development Planning or equivalent qualification with three (03) years relevant work experience at junior management level and five (05) years work experience in data gathering, analysis and interpretation in economic policy analysis and related techniques and methodologies. Knowledge and understanding of economics, its principles and theoretical frameworks. The successful candidate must be able to display the following competencies: strong analytical capabilities. Report writing, advanced computer skills and valid driver's license. The candidate must display the following competencies at advanced levels: 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, communication and valid code (08) driver licence.
- DUTIES** : Determine and analyse key economic variables, their interrelations and relevance for provincial economic strategies and plans. Provide information that assists in formulating provincial economic policy priorities for integration in the Provincial Growth Development Strategy. Assist in developing and

- reviewing economic plans and strategies. Convene strategy and policy advocacy workshops and summits.
- ENQUIRIES** : Ms Mpumelelo May Sambo Tel No: (013) 766 4169
- POST 34/269** : **DEPUTY DIRECTOR: HR PROVISIONING AND SERVICE CONDITIONS**  
**REF NO: DEDT 2023/24/10**
- SALARY** : R811 560 per annum (Level 11), total cost to employer, consisting of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs.
- CENTRE** : Head Office: Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised NQF7 tertiary qualification in Human Resource Management/Public Administration/Public Management or equivalent qualification with at least three (03) years relevant work experience at junior management level and ten (10) years overall work experience. Knowledge of the Public Service Act, Public Service Regulation, Public Finance Management Act, Basic Conditions of Employment Act, Employment Equity Act, PERSAL and other applicable legislations. Knowledge of Government budgeting processes. Competencies: The preferable candidate must display the following competencies at advanced competent levels: strategic capability, 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, honesty and integrity.
- DUTIES** : Manage recruitment, transfers, service terminations and implementation of the Directive and Determination on the Leave of Absence in the Public Service and Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage employees' service records and updates in compliance with the National Minimum Information Requirements and National Archives Act. Manage implementation of service allowances in compliance with human resource and related prescripts i.e. government employees medical scheme, government employees housing scheme, overtime, long service, pay and grade progressions and injury on duty. Supervise team members and manage resources. Provide expert advices and frequent reports on human resource and related matters.
- ENQUIRIES** : Ms Lindokuhle Mabaso Tel No: (013) 766 4424
- POST 34/270** : **ASSISTANT DIRECTOR: HR PROVISIONING AND SERVICE CONDITIONS**  
**REF NO: DEDT 2023/24/11**
- SALARY** : R527 298 per annum (Level 10)
- CENTRE** : Head Office: Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised NQF6 tertiary qualification in Human Resource Management/Public Administration/Public Management or equivalent qualification with three (03) years relevant work experience. Knowledge of the Public Service Act, Public Service Regulation, Public Finance Management Act, Basic Conditions of Employment Act, Employment Equity Act, PERSAL, Government budgeting processes and other applicable legislations.
- DUTIES** : Administer recruitment, transfers, service terminations and implement Directive and Determination on the Leave of Absence in the Public Service and Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage employees' service records and updates in compliance with the National Minimum Information Requirements and National Archives Act. Manage implementation of service allowances in compliance with human resource and related prescripts i.e. government employees medical scheme, government employees housing scheme, overtime, long service, pay and grade progressions and injury on duty. Supervise team members and manage resources. Provide expert advices and frequent reports on human resource and related matters.
- ENQUIRIES** : Ms Mpumelelo Sambo Tel No: (013) 766 4169
- POST 34/271** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDT**  
**2023/24/12**
- SALARY** : R527 298 per annum (Level 10)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Mbombela
	:	An appropriate SAQA recognised NQF6 tertiary qualification in Financial/Management Accounting or equivalent with three (03) years relevant work experience. In-depth knowledge of National and Provincial legislations, Public Administration, extensive knowledge of Revenue Management, debtors, suspense and Government prescripts, Treasury Regulations and Financial Regulations. Problem solving, reporting writing and presentation skills.
<b><u>DUTIES</u></b>	:	Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage the recording of all receivables. Provide monthly age analysis reports on debtor's accounts. Recommend action to be taken against defaulting debtors. Be accountable for the Revenue Management process and system. Implementation by formulating strategies and advising on the integration of the revenue management process. Monitor adherence to and compliance with the provincial revenue policy, Public Finance Management Act and Treasury Regulations. Ensure timeous and accurate reporting on Revenue Management KPI. Monitor performance against collection targets of revenue. Co-ordinate the effectiveness of the monthly reporting process by analysing and interpreting trends. Continuously improve and adjust the monthly reporting and measurement processes. Ensure that unallocated revenue with respect to revenue received from external clients and other provincial departments via the bank are properly and timeously allocated. Establish and maintain stakeholder forums to improve business relations.
<b><u>ENQUIRIES</u></b>	:	Ms Fikile Sibiyi Tel No: (013) 766 4490
<b><u>POST 34/272</u></b>	:	<b><u>ASSISTANT DIRECTOR HUMAN RESOURCE PLANNING AND PMDS REF NO: DEDT 2023/24/13</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R527 298 per annum (Level 10)
	:	Head Office, Mbombela
	:	An appropriate SAQA recognised NQF6 tertiary qualification in Human Resource Management /Public Administration/Public Management or equivalent qualification with three (03) years relevant work experience. Knowledge of the government frameworks, PERSAL system, performance management and development system, human resource and related prescripts with verbal and written communication skills, computer literacy i.e. Microsoft word, excel, PowerPoint, ability to manage conflict and to work under pressure and ability to analyse, interpret & apply legislations, policies and prescripts.
<b><u>DUTIES</u></b>	:	Administer human resource planning and employment equity. Compile human resource cost per head, posts establishment, policy development and performance management and development system in the department. Provide support and guidance with regarding to human resource planning process and manage the posts establishment of the approved post structure i.e. the creation/abolishment of posts. Administer performance contracting and reviews, annual performance assessments and performance management database. Provide advices, conduct educational, and awareness on human resource planning, performance management and development system and related matters.
<b><u>ENQUIRIES</u></b>	:	Ms Mpumelelo May Sambo Tel No: (013) 766 4169
<b><u>POST 34/273</u></b>	:	<b><u>ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: DEDT 2023/24/14</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09)
	:	Head Office, Nelspruit
	:	An appropriate SAQA recognised NQF6 tertiary qualification in Graphic design and Multimedia or equivalent qualification with three (03) years work experience in Graphic Designs and Multimedia. Knowledge of the corporate identity prescripts, design software, PFMA and project management. The successful candidate must be able to display the following competencies: Expert proficiency in Corel Draw and Adobe CS5 Design suite: Photoshop, Illustrator, Dreamweaver and InDesign. Excellent written and verbal communication skills and attention to detail. Computer literacy with high proficiency level and a valid driver's licence. Ability to work under pressure and irregular hours when required to meet tight deadlines.
<b><u>DUTIES</u></b>	:	Conceptualize and develop creative ideas and implement the design and layout for Departmental printed material. Execute the design for corporate stationery and marketing paraphernalia, in accordance with the Government

		Corporate Identity and Branding Guidelines. Promote the Department's Corporate Identity, messages and visual branding. Collate and Coordinate multimedia content, including photographs and digital publications for the website and other Corporate Communication material e.g. Brochures, newsletters, posters. Manage and protect the Departmental Brand and assist with the online updates of the Department.
<b><u>ENQUIRIES</u></b>	:	Ms Fikile Sibiyi Tel No: (013) 766 4490
<b><u>POST 34/274</u></b>	:	<b><u>SECURITY ADMINISTRATIVE OFFICER REF NO: DEDT 2023/24/15</u></b>
<b><u>SALARY</u></b>	:	R294 321 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office: Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate SAQA recognised NQF6 tertiary qualification in ICT or Security Management/Risk Management or equivalent qualification with two years work experience in ICT, security, or Grade Twelve Certificate with ten (10) years work experience in ICT or security. Registration with PSIRA SSA Security clearance certificate (to the level of secret) will be an added advantage. A valid driver's license. Thorough knowledge of the MISS 1998, Control of Access to Public Premises and Vehicle Act 53 of 1985. The preferred candidate must be prepared to travel extensively. Good verbal and written communication skills, computer literacy, project management, presentation skills, ability to work under pressure, strong administrative and organizational skills, sound interpersonal relations, accuracy and attention to detail and investigation skills.
<b><u>DUTIES</u></b>	:	Enforce and monitor adherence to departmental security and computer systems, rules and policies. Implement measures to deal with Cybersecurity Threats wrt Cybercrimes Act, 19 of 2020. Implement security measures i.e. physical, personnel, document and IT information security. Administration of ICT and communication security. Conduct IT and security threats, risk audits, IT security breaches investigations, training and awareness. Ensure compliance with Minimum Information Security Standards and departmental security policy. Implement contingency plan and ensure the safety of employees, visitors, learners and interns. Coordinate and facilitate personnel security (vetting) and personnel suitability checks. Provide safety, security and protocol services during MEC's outreach programmes, entities and departmental events.
<b><u>ENQUIRIES</u></b>	:	Ms Fikile Sibiyi Tel No: (013) 766 4490
<b><u>POST 34/275</u></b>	:	<b><u>HR PRACTITIONER: HR PROVISIONING AND SERVICE CONDITIONS REF NO: DEDT 2023/24/16</u></b>
<b><u>SALARY</u></b>	:	R294 321 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office: Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate SAQA recognised NQF6 tertiary qualification in Human Resource Management/Public Administration/Public Management or equivalent qualification with two (02) years work experience in human resource management. Knowledge of PERSAL, Basic Conditions of Employment, knowledge of Policy on Incapacity Leave and Ill-Health Requirements, Compensation for Occupational Injuries and Diseases in the work place. The successful candidate must be able to display the following competencies: Good verbal and written communication, interpersonal relation skills, Project Management Skills, Computer Literacy, Organisational Skills and valid driver's licence. Knowledge of PERSAL Administration. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Administer and coordinate recruitment and service conditions i.e. pension benefits, e-leave management system, government employee housing scheme, government employees medical aid scheme, recognition of long service, injury of duty, grade progression, policy on incapacity leave and ill-health requirements, posts establishment of the approved post structure i.e. the creation/abolishment of posts. Manage employees' service records and updates in compliance with the National Minimum Information Requirements and National Archives Act. Provide advices, conduct educational, and awareness on human resource and related matters. Prepare monthly and quarterly reports.
<b><u>ENQUIRIES</u></b>	:	Ms Jabulile Mabuza Tel No: (013) 766 4140

**POST 34/276** : **HUMAN RESOURCE PRACTITIONER: GERT SIBANDE DISTRICT REF NO: DEDT 2023/24/17**

**SALARY** : R294 321 per annum (Level 07)

**CENTRE** : Gert Sibande District Office, Ermelo

**REQUIREMENTS** : An appropriate SAQA recognised NQF6 tertiary qualification in Human Resource Management or equivalent qualification with two (2) years relevant work experience. Knowledge of PERSAL, Basic Conditions of Employment, knowledge of Policy on Incapacity Leave and Ill-Health Requirements, Compensation for Occupational Injuries and Diseases in the work place. The successful candidate must be able to display the following competencies: Good verbal and written communication, interpersonal relation skills, Project Management Skills, Computer Literacy, Organisational Skills and valid driver's licence. Knowledge of PERSAL Administration. Ability to work under pressure.

**DUTIES** : Administer and coordinate human resource development, recruitment and service conditions i.e. pension benefits, e-leave management, government employee housing scheme, government employees medical aid scheme, recognition of long service, injury of duty, grade progression, policy on incapacity leave and ill-health requirements, performance contracting and reviews, annual performance assessments and performance management database, transversal services matters and labour relations. Provide advices, conduct educational and awareness on human resource planning, performance management and development system and related matters.

**ENQUIRIES** : Ms Jabulile Mabuza Tel No: (013) 766 4140