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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 40 OF 2023

DATE ISSUED 03 NOVEMBER 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](http://www.thensg.gov.za).

## AMENDMENTS

**DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT:** The positions of Professional Surveyor with Ref No: 3/2/1/2023/675, Project Coordinator: Land Development Support with Ref No: 3/2/1/2023/676, Control Resource Auditor with Ref No: 3/2/1/2023/677, Senior Project Officer: Pre-settlement with Ref No: 3/2/1/2023/678, Human Resource Clerk (Supervisor) with Ref No: 3/2/1/2023/679, State Accountant: Salaries (X2 Posts) with Ref No: 3/2/1/2023/680, Senior Data Capturer with Ref No: 3/2/1/2023/681, Administration Clerk with Ref No: 3/2/1/2023/682, Groundsman with Ref No: 3/2/1/2023/683 that was advertised in the Public Service Vacancy Circular 39 dated 27 October 2023 has reference. The positions have been withdrawn. The Department apologises for any inconvenience caused.

**GOVERNMENT PRINTING WORKS: GRADUATE PROGRAMME (INTERNSHIP) FOR THE YEAR 2024/2026:** Kindly note that Graduate Programme (Internship) for the year 2024/2026 advertised in Public Service Vacancy Circular 39 dated 27 October 2023 with a closing date of 13 November 2023. However, the below notes have since been amended as follows: NOTE: The Government Printing Works (GPW) invite applications from qualifying graduates to participate in the Graduate Programme (Internship) for the 2024/2026 financial year. The 24 months' Internship is aimed at providing work experience/exposure to graduates. Applicants must be unemployed, be South African Citizens and between the ages of 18-35. Applicants should not have participated in an internship in any Government or State Institution, failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualifications will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Government Printing Works is under no obligation to employ the Graduates on completion of the programme. Due to these amendments, closing date has been extended to 20 November 2023 (16h00 Noon). We apologise for the inconvenience caused.

**KWAZULU-NATAL: DEPARTMENT OF PROVINCIAL TREASURY:** Kindly note that the following post: Deputy Director: Transversal Policy and Capacity Building with Ref No: KZNPT23/56 (X1 Post) was advertised in Public Service Vacancy Circular 39 dated 27 October 2023, the qualification requirement of the post has been changed as follows: A NQF Level 7 or higher qualification in Supply Chain Management/ Law/ Commerce/Public Management/Administration (with majors in Law/Commerce/SCM). The closing date of the post is extended to 24 November 2023.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF HEALTH**

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.*

<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the front reception of James Exum Building or e-mailed at <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	17 November 2023
<b><u>NOTE</u></b>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

**OTHER POSTS**

<b><u>POST 40/148</u></b>	:	<b><u>PHARMACY SUPERVISOR GRADE 1 (RESPONSIBLE PHARMACIST)</u></b> <b><u>REF NO: NCDOH 17/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R906 540 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Dr Arthur Letele Medical Logistic Centre, Kimberley
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Registration as a Responsible Pharmacist would serve as an added advantage. A minimum of 3 years' experience after registration as a Pharmacist with the SAPC. A valid B (08) driver's license is an inherent requirement. Sound knowledge of the Medicines and Related Substances Act 101 of 1965, the Pharmacy Act 53 of 1974, and the Public Finance Management Act 1 of 1999. Fully familiar with the Standards of Good Wholesale Practice (GWP) and Good Pharmacy Practice (GPP). Sound knowledge of pharmaceuticals listed in the Primary, Adult and Paediatric Hospital Levels and Tertiary/Quaternary National Essential Medicine Lists. Incumbent must demonstrate a high level of computer literacy. Excellent analytical, research, report writing and presentation skills. Ability to work in a team and under pressure.
<b><u>DUTIES</u></b>	:	Register as a Responsible Pharmacist of the Provincial Pharmaceutical Depot. Responsible for all compliance-related requirements regarding the Control of Medicine and Related Substances Act 101 of 1965 and the Pharmacy Act 53 of 1974. Responsible for all compliance requirements with the Medicine Control Council. Compiling, updating and training on Standard Operating Procedures. Maintenance of quality control of pharmaceutical items throughout the distribution process. Effective supervision of the pharmaceutical operations in line with statutory requirements. Effectively manage the human resources through adequate work allocation, management of training and development, leave management and effective communication through regular meetings in line with operational requirements. Effectively manage the administrative aspects relating to the depot including submission of statistics, compiling reports, record keeping, etc. regular meetings, and attendance registers. Ensure that the depot complies with the relevant legislation and adheres to Good Pharmacy/Wholesale/Distribution Practices and the Department of Health Pharmaceutical policies and procedures. Supervision & Training/ Tutoring of the Pharmacist assistants.
<b><u>ENQUIRIES</u></b>	:	Ms. HM Bothma Tel No: (053) 830 2700

<b><u>POST 40/149</u></b>	:	<b><u>PHARMACIST REF NO: NCDOH 18/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R768 589 – R906 540 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Dr Arthur Letele Medical Logistic Centre, Kimberley
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Appropriate/recognizable experience after registration as a Pharmacist with South African Pharmacy Council. Experience: <b>Grade 1:</b> None, after registration as a Pharmacist with the South African Pharmacy Council. <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. <b>Grade 3:</b> A minimum of 13 years' experience after registration as a Pharmacist with the South African Pharmacy Council. Knowledge of Provincial and National Health policies and all relevant legislation. A valid B (08) driver's licence is an inherent requirement. Sound knowledge of legislation such as National Health Act, National Drug Policy, Pharmacy Act, Medicines and Related Substance Act, Public Finance Management Act, Public Service Act and related regulations and policies; Appropriate theoretical and clinical knowledge; Medicine supply management; Computer literacy i.e. MS Word, Excel, Power point. Excellent analytical, research, report writing and presentation skills. Ability to work in a team and under pressure.
<b><u>DUTIES</u></b>	:	Develop, review and update Pharmaceutical Policies and Pharmaceutical SOPs. Coordinate & facilitate the placement of Community Service Pharmacists; Oversee the placement of Pharmacy Interns. Facilitate payment of SAPC annual registration fees; annual pharmacy/ RP fees, tutor fees and other applicable fees. Assist with the monitoring of pharmaceutical budget/expenditure. Oversee and facilitate facility planning and infrastructure, monitoring and the compliance thereof. Report any current risks identified; mitigated or reduced impacting on the delivery of pharmaceutical services. Provide Secretarial support to the Pharmaceutical Management Forum. Coordinate pharmaceutical training and the development of pharmaceutical personnel.
<b><u>ENQUIRIES</u></b>	:	Ms JW Herbert Tel No: (053) 830 2700
<b><u>POST 40/150</u></b>	:	<b><u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: NCDOH 19/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R627 474 – R703 752 per annum
<b><u>CENTRE</u></b>	:	Metsimantsi PHC (John Taolo Gaetsewe District)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality.
<b><u>DUTIES</u></b>	:	Provide quality comprehensive community health care. Provide administrative services. Provide educational services. Provision of clinical services. Usage of equipment and machinery. Research responsibility.
<b><u>ENQUIRIES</u></b>	:	Mr L Moemedi Tel No: (053) 775 1149
<b><u>POST 40/151</u></b>	:	<b><u>OPERATIONAL MANAGER (GENERAL NURSING) REF NO: NCDOH 20/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R497 193 – R645 720 per annum
<b><u>CENTRE</u></b>	:	Kuruman Hospital (John Taolo Gaetsewe District)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information

		to health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain constructive working relationships with nursing and other stakeholders (i.e. inter- professional, inter -sectoral and multi- disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr L Moemedi Tel No: (053) 775 1149
<b><u>POST 40/152</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER REF NO: NCDOH 21/2023 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R431 265 – R645 720 per annum Kagiso CHC, Kamden CHC (John Taolo Gaetsewe District) Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e R48). Experience: <b>Grade 1:</b> Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Provide quality comprehensive community health care. Provide administrative services. Provide educational services. Provision of clinical services. Usage of equipment and machinery.
<b><u>ENQUIRIES</u></b>	:	Mr L Moemedi Tel No: (053) 775 1149
<b><u>POST 40/153</u></b>	:	<b><u>PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 22/2023 (X10 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R293 670 – R543 969 per annum Kagiso CHC (X1 Post) Bankhara PHC (X1 Post) Kuruman PHC (X1 Post) Tsineng PHC (X2 Posts) Kuruman Hospital (X3 Posts) Tshwaragano Hospital (X1 Post) Kagung PHC (John Taolo Gaetsewe District) (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provide directional and supervision for the implementation of nursing plan (clinical practice/quality). Implementation standard practice and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing care. Maintain construction-working relationship the nursing and other stakeholder. Utilise human, material and physical resources efficiently and effectively conduct inventory of equipment.
<b><u>ENQUIRIES</u></b>	:	Mr L Moemedi Tel No: (053) 775 1149
<b><u>POST 40/154</u></b>	:	<b><u>EMERGENCY CARE TECHNICIAN REF NO: NCDOH 23/2023 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R239 682 – R285 297 per annum Emergency Medical Services Kgalagadi (John Taolo Gaetsewe District) Successful completion of the Emergency Care Technician course that allows registration with the HPCSA as Emergency Care Technician. Registration with the HPCSA as Emergency Care Technician. Experience: Grade 1: None after registration with the HPCSA as an Emergency Care Technician.
<b><u>DUTIES</u></b>	:	Effective pre – hospital emergency care service. Maintenance of emergency vehicles and equipment. Effective communication with regards to patients,

	:	colleagues, other services and members of the public. Effectively maintaining admin Function. Effective support of supervisor and training. Mr L Moemedi Tel No: (053) 775 1149
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 40/155</u></b>	:	<b><u>STAFF NURSE REF NO: NCDOH 24/2023 (X1 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R199 725 – R337 860 per annum
<b><u>CENTRE</u></b>	:	Tshwaragano Hospital (John Taolo Gaetsewe District)
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with the SANC as Staff Nurse. Registration with SANC as Enrolled Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. <b>Grade 3:</b> A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
<b><u>DUTIES</u></b>	:	Assist clients with daily activities. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth /ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Mr L Moemedi Tel No: (053) 775 1149/55
<b><u>POST 40/156</u></b>	:	<b><u>EMERGENCY CARE OFFICER REF NO: NCDOH 25/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R169 737 – R255 087 per annum
<b><u>CENTRE</u></b>	:	Emergency Medical Services Kgalagadi (John Taolo Gaetsewe District)
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant. Registration with the HPCSA as Basic Ambulance Assistant (BAA). <b>Grade 3:</b> Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant. Registration with the HPCSA as Ambulance Emergency Assistant (AEA). Experience: <b>Grade 1:</b> None after registration with the HPCSA as Basic Ambulance Assistant. <b>Grade 3:</b> None after registration with the HPCSA as Ambulance Emergency Assistant.
<b><u>DUTIES</u></b>	:	Effective, Quality pre- hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective Communication with regards to patients, colleagues and other service and member of public. Effective maintaining Admin Function. Effective support of Supervisor
<b><u>ENQUIRIES</u></b>	:	Mr L Moemedi Tel No: (053) 775 1149
<b><u>POST 40/157</u></b>	:	<b><u>NURSING ASSISTANT REF NO: NCDOH 26/2023 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R157 761 - R264 948 per annum
<b><u>CENTRE</u></b>	:	Kuruman PHC, Loopeng CHC, Kagisho CHC (John Taolo Gaetsewe District)
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with the SANC as Nursing Assistant. Registration with SANC as Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' experience after registration with the SANC as a nursing assistant. <b>Grade 3:</b> A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
<b><u>DUTIES</u></b>	:	Assist patients with daily activities. Provide elementary clinical nursing care. Maintain professional, ethical growth and seek self-development. Assist in management of material resources.
<b><u>ENQUIRIES</u></b>	:	Mr L Moemedi Tel No: (053) 775 1149