



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2024

DATE ISSUED 17 MAY 2024

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.

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.

<u>CLOSING DATE</u>	:	03 June 2024 at 16:00
<u>NOTE</u>	:	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 POST

<u>POST 17/01</u>	:	<u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE GRADE 1) REF NO: HR 4/4/7/19</u>
<u>SALARY</u>	:	Grade 1: R307 473 – R362 187 per annum, (OSD) Grade 2: R375 480 –R442 296 per annum, (OSD) Grade 3: R451 533- R578 826 per annum, (OSD)
<u>CENTRE</u>	:	Emalahleni Labour Centre
<u>REQUIREMENTS</u>	:	Four (4) years nursing degree/three years' diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal/medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in Medical claims processing/insurance environment will be added advantage. Registration with the South African Nursing Council. Grade 1: 2 to 9 years' experience gained after registration. Grade 2: 10-19 years 'experience gained after registration. Grade 3: 20 years' experience gained after registration. Knowledge: Dol and Compensation Fund objectives and business function, Compensation Fund Services, Directorate and sub-directorate goal and performance requirements, nursing legislation and or related legal as well as ethical nursing practices, Compensation Fund Policies, procedures and processes, Stakeholder and customers, Customer Service (Batho Pele Principle), COIDA tariffs, technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical

<u>DUTIES</u>	:	Proficiency, Business writing, Required IT skills, Data capturing, Data records management, Telephone Skills and Etiquette.
	:	Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claim and OD medical accounts.
<u>ENQUIRIES</u>	:	Ms G Malatsi Tel No: (013) 653 3800/3845
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or hand deliver at 36 Mandela Street, Witbank, 1035

PRESIDENTIAL YOUTH PROGRAMME YEAR 2024/2025

The Department would like to invite qualifying graduates to apply to participate in a Presidential Youth Programme. The Presidential Programme is meant to provide work exposure to graduates for a period of eight (8) months.

OTHER POST

<u>POST 17/02</u>	:	<u>DEPLOYMENT PROGRAMME: COUNSELLOR (X235 POSTS)</u>
<u>SALARY CENTRE</u>	:	R 7450.63 per month
	:	Provincial Office: Gauteng Ref No: HR4/24/06/01GP (X50 Posts)
	:	Provincial Office: KwaZulu-Natal Ref No: HR4/24/06/02KZN (X29 Posts)
	:	Provincial Office: Eastern Cape Ref No: HR4/24/06/03EC (X31 Posts)
	:	Provincial Office: Western Cape Ref No: HR4/24/06/04WC (X22 Posts)
	:	Provincial Office: Mpumalanga Ref No: HR4/24/06/05MP (X25 Posts)
	:	Provincial Office: North West Ref No: HR4/24/06/06NW (X20 Posts)
	:	Provincial Office: Northern Cape Ref No: HR4/24/06/07NC (X14 Posts)
	:	Provincial Office: Limpopo Ref No: HR4/24/06/08LP (X24 Posts)
	:	Provincial Office: Free State Reference No: HR4/24/06/09FS (X20 Posts)
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification majoring in Psychology or Industrial Psychology. (Registration with Health Professional Council of South Africa (HPCSA) as a Registered Counsellor (Independent Practice) or Psychometrics (Independent practice) will be an added advantage).
<u>DUTIES</u>	:	Render administrative support services to the Employment Counsellor. Conduct research on labour market needs and employment counselling best practices. Provide and implement recruitment and selection services. Network with stakeholders to verify quality of services rendered. Registration of work seekers.
<u>ENQUIRIES</u>	:	Mr V Mazibuko Tel No: (011) 853 0453 (GP) Mr. TB Gumede Tel No: (031) 3662130/ Mr. NX Ntshingila Tel No: (031) 366 2130 (KZN) Mr. N Mtwa Tel No: (043) 701 3032/ Mr. S Joko Tel No: (043) 701 3030 (EC) Mr. Q Bowman Tel No: (021) 441 8120 (WC) Mr. M Nkotsoe Tel No: (013) 655 8805 (MP) Mr. MO Maluleke Tel No: (018) 387 8186 (NW) Ms. N Litheko Tel No: (053) 838 1632 (NC) Ms. MS Lebogo Tel No: (015) 290 1662 (LP) Mr. S Segalo/ Ndabuko Zulu Tel No: (051) 505 6206 (FS)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg ,2000 Or hand deliver at: 77 De Korte Street, Braamfontein, Johannesburg, 2000 Chief Director: Provincial Operations: PO Box, 940 Durban, 4000. Or hand deliver at: 267 Anton Lembede Street, Royal Hotel Building, Durban, 4001. Chief Director: Provincial Operations: Private X9001, East London, 5200. Or hand deliver at: Laboria Building, 03 Hill Street, East London CBD 5200. Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000. Or hand deliver at: 9 Long Street, Cnr Riebeeck and Long Street, Cape Town, 8000. Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035. Or hand deliver at: Labour Building, c/o Hoffmeyer and Beatty Avenue. Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. Chief Director: Provincial Operations: Private Bag X 5012, Kimberley 8300. Or hand deliver at: Laboria House. Corner Pniel and Compound Street, Kimberley. Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

Chief Director: Provincial Operations: PO. Box 522, Bloemfontein, 9300 Or
hand deliver at: 43 Charlotte Maxeke Street, Laboria House, Bloemfontein,
9300.

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.



- APPLICATIONS** : Applications can be submitted by email to the relevant email address indicated for each post and by quoting the relevant reference number provided on the subject line or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Applicants are encouraged to apply via the e-recruitment system.
- FOR ATTENTION** : Mr Mpho Mugodo Tel No: (012) 441 6017 or Ms Nthabiseng Fuma Tel No: (012) 441-6011.
- CLOSING DATE** : 31 May 2024
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach the certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 17/03** : **DIRECTOR: LEGAL SERVICES REF NO: NSG 01/2024**
Job purpose: To manage and facilitate legal advice and support to the National School of Government towards legal compliance, mitigating legal risks and fulfilling its mandate.
- SALARY** : R1 162 200 per annum (Level 13), an inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : An LLB degree (NQF 8) or a Bachelor's degree (NQF level 7) in the field of Law. A Master's degree will be an added advantage. Admission as an Attorney or Advocate of the High Court. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Experience Five years of experience at a middle/senior managerial level in the legal field. Knowledge: Specialisation, knowledge and experience in contract law, labour law, corporate law, administrative law, intellectual property law and

constitutional law. Knowledge and experience of regulatory compliance, litigation, and dispute resolution. Expert knowledge in drafting, reviewing, and negotiating contracts and agreements with clients, vendors, partners, and other stakeholder. Expert knowledge in legislative drafting. Expert knowledge of civil litigation procedures, case management techniques, and legal strategies for defending the organisation against legal claims and disputes. Knowledge and understanding of the Constitution and public service legislation, including the Public Administration Management Act, Public Service Act, Municipal Systems Act, Skills Development Act, Public/Municipal Finance Management Acts and Treasury Regulations. Understanding applicable laws, regulations, and industry standards governing education and public administration, including compliance requirements related to data privacy, intellectual property, capacity-building regulations, and compliance reporting Batho-Pele principles. Skills: Excellent written and verbal communication skills are essential for conveying complex legal concepts clearly and effectively to various stakeholders, including executives, employees, clients, and external legal counsel. Strong analytical skills are necessary for assessing legal risks, evaluating potential legal issues, and developing strategic solutions to mitigate risks and achieve business objectives. The capacity to identify legal problems, develop creative and practical solutions, and make sound decisions under pressure. The ability to align legal strategies with the NSG's overall business goals and objectives while anticipating future legal challenges and opportunities. Proficiency in negotiating and drafting contracts, agreements, and settlements and resolving disputes and conflicts to protect the NSG's interests. A commitment to upholding the highest ethical standards and maintaining confidentiality in all legal matters. Digital skills to work in environments with digital systems, management, and reporting tools. Advanced computer skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying with current trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Travel and work extended hours when required.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Provide legal advice and support to the NSG on applying and complying with legislation, institutional NSG policies, strategies, directives, and delegated authority to ensure legal compliance. Manage the legislative drafting processes, including new legislation and amendments to existing legislation. Develop and implement institutional policies, procedures, and guidelines to ensure legal advisory services and support. Conduct advocacy and train the NSG employees on matters such as legal compliance. Identify potential legal threats and risks in the NSG and develop mitigating strategies or plans. Manage the drafting and vetting of contracts, memoranda of understanding (MOUs), service level agreements (SLAs), and partnership agreements. Develop and implement an institutional contracts management lifecycle, from negotiation and creation to expiration. Conduct thorough legal analysis to assess the implications of contract terms, conditions, and risks. Manage the engagements with contracting parties to clarify issues and negotiate terms of contracts. Provide advice and guidance on contract amendments or addendums in line with legal prescripts. Conduct advocacy and train the NSG employees on contract management. Provide litigation support, including compiling court records, attending consultations with legal counsel, court hearings, and alternative dispute resolution assistance. Manage the engagements with legal counsel for the litigation, including monitoring legal costs and expenses. Prepare legal arguments and provide evidence supporting the NSG's position for court proceedings, including hearings, motions, and trials. Prepare submissions to brief and advise the Minister and the NSG Executive. Assess potential legal claims or threats of litigation against the NSG and determine liability for losses and damages to state property. Facilitate the implementation of POPIA, PAJA and PAIA and other related legal prescripts. Manage the legal compliance of all policies, directives, memoranda of understanding (MOUs), service level agreements (SLAs), partnership

agreements and contracts. Develop and implement systems and processes to monitor legal compliance in the NSG. Conduct regular assessments and reviews to identify non-compliance issues and areas of improvement and take appropriate corrective actions. Manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for achieving performance targets and directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the directorate and mitigation plans, including business continuity plans. Manage a team of employees expected to accomplish assigned duties efficiently, effectively, and competently and strive for improvement and excellence in all work. Manage the budget allocated to the directorate, including expenditure reporting and forecasting.

- ENQUIRIES** : Mpho Mugodo Tel No: (012) 441 6017
APPLICATIONS : E-mail to Recruitment.MMSSMS@thensg.gov.za or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria or post to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.
NOTE : Preference will be given to African Females, Youth, African Males and Coloured Males and people with disability in accordance with our employment equity requirements.

OTHER POSTS

POST 17/04 : **DEPUTY DIRECTOR: ACCREDITATION MANAGEMENT REF NO: NSG 02/2024**

SALARY : R849 702 per annum (Level 11), An inclusive remuneration package commencing.

CENTRE : Pretoria

REQUIREMENTS : A minimum bachelor's degree or equivalent (NQF level 7) in education or quality management. Registration with a relevant professional body will also be an added advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Experience: At least five years of relevant experience, of which three years must be managing or supervising in an accreditation environment. Proven experience in accreditation, mainly supporting ETD programmes. Knowledge: Good knowledge of and experience in institutional and programme accreditation. Understanding of implementing the QCTO and CHE policies and procedures for programme accreditation and institutional audits/ accreditation. Demonstrate an understanding and implementation of the DHET PQM requirements and SAQA policy and criteria for registering qualifications on the NQF. In-depth understanding of the National Qualifications Framework Act, NQF Level Descriptors, National RPL Policy, HEQSF and QQSF Policy and the Skills Development Act. Knowledge of decolonising, transformational and participatory pedagogies. Knowledge of ETD landscape and capacity building needs. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including the Public Service Act, Public Administration Management Act, Skills Development Act, and Public Finance Management Act). Knowledge of project management cycle, methodologies, and tools. Competencies: Proven advanced writing skills, proofreading, editing, and overwriting skills, including report writing, submissions and articles. Digital skills to work in environments with digital systems, management, and reporting tools. Good conflict management skills. Advanced computer skills. Creative and analytical skills. Project management skills. Personal Attributes: Participate in professional development growth activities to maintain professional knowledge and stay current with quality assurance and accreditation trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Travel and work extended hours when required.

DUTIES

: Facilitate consultation with internal and external stakeholders related to institutional accreditation processes. Identify occupational qualifications, part-qualifications and skills programmes from Quality Council for Trades and Occupation (QCTO) and the Council on Higher Education (CHE) lists that the NSG intends seeking accreditation against. Coordinate with relevant internal stakeholders to ensure that the NSG has sufficient capacity and capability of ETD practitioners to deliver on selected occupational qualifications, part-qualifications and skills programmes. Collect, secure evidence to support accreditation and submit to QCTO and CHE. Compile regular reports to external and internal stakeholders through the correct channels. Implement the accreditation process, including gathering data, preparing documentation, and coordinating site visits by accrediting agencies. Implement the standards set by the QCTO and the CHE for institutional accreditation (including assessment centres) for all qualifications, part-qualifications, and skills programmes in the Occupational Qualifications Sub-framework (OQSF). Support project and reference teams to manage and sustain institutional accreditation processes. Collect and analyse NSG performance and outcomes data to demonstrate compliance with accreditation standards. Implement the specific accreditation standards and requirements for the NSG and monitor changes and new developments related to institutional accreditation. Implement the management protocol of the HEQC/HEQSF online registration in line with DHET PQM clearance. Prepare and submit quality institution applications for the accreditation of programmes and ensure compliance with the Professional or Statutory Body's accreditation standards. Support the management of the database and Programme Qualifications Mix (PQM) as approved, accredited, and qualifications registered on the NQF, and ensure the maintenance and updating. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Participate in relevant internal curriculum and quality assurance committee structures. Participate in domestic and global partnerships with HEIs and other institutions to undertake joint design and accreditation processes. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Implement operations management within the sub-directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for achieving performance targets and sub-directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the sub-directorate and mitigation plans, including business continuity plans. Manage the human resources expected to accomplish assigned duties efficiently, effectively, and competently and strive for improvement and excellence in all work.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
: E-mail at Recruitment.MMS1@thensg.gov.za or hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

NOTE

: Preference will be given to Youth, African Males, Coloured Females, Coloured Males, Indian Females and people with disability in accordance with our employment equity requirements.

POST 17/05

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO:
NSG 03/2024**

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 per annum (Level 09), plus competitive benefits cost to company.
: Pretoria
: A recognised National Diploma (NQF 6), Bachelor's Degree or equivalent (NQF level 7) in Human Resource Management, Human Resource Development and Public Administration. Certificate on PERSAL administration, PERSAL leave and PERSAL Establishment. Minimum of three (3) years in Human Resource Administration experience, including supervisory experience. Knowledge: Good understanding of the public sector, relevant policies, and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks). Strategy development, analysis, and implementation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Knowledge on assessing the effects of projects, applying new developments and innovation. Batho Pele Principles.

Competencies/skills. Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Proficiency in communication and presentation skills. Excellent project, time, and people management skills. Proposal and report writing skills. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite. Digital skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with HRM business solutions trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work extended hours.

DUTIES

: Implement Human Resource Administration and related policies, directives, and frameworks for the NSG. Implement Human Resource Administration governance framework and strategy for the NSG. Monitor standards and guidelines for Human Resource Administration (such as quality and integrity). Support research towards Human Resource Administration practices. Manage the alignment of data and information management to knowledge management. Manage compliance reporting relating to Human Resource Management. Validate the correctness of application for Employment database against the applications and register. Prepare for shortlisting and interviews for filling of posts. Prepare and submit form(s) for suitability check and verification of qualifications. Compile submissions for approval after interviews have been concluded. Communicate the appointment letters to the successful candidates and regret letter to the unsuccessful candidates. Inform the relevant managers about the appointment of the successful candidates. Co-ordinate conditions of service which are service benefits that include Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, relocation, Pension, Allowances). Approve all Human Resource and Recruitment transactions on PERSAL captured by the Human Resource Practitioners. Draw and submit relevant statistical reports in relation to Human Resource Transactions and Recruitment matters. Check and correct Human Resource information and distribution process by Human Resource Practitioners. Assist in collecting and providing data to be used on reports that are provided monthly, quarterly, and annually on HRM. Support the provision of accurate HR information for statutory reports, i.e., HR plan, quarterly reports and annual report. Provide support on reporting on all HRM interventions which entail compliance with Human Resource prescripts, compliance calendar, satisfying audit requirements. Attend to Human Resource Transactions and Recruitment audit queries. Provide secretariat support in shortlisting and job interviews within the NSG. Manage allocated resources (people, finance, systems, assets, contracts) within the sub directorate. Implement operations management within the sub directorate, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks within the sub-directorate, as well as mitigation plans, including business continuity plans.

ENQUIRIES
APPLICATIONS

: Nthabiseng Fuma Tel No: (012) 441 6011
: E-mail to Recruitment.MM1@thensg.gov.za or hand deliver at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria or post to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

POST 17/06

: **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: NSG 04/2024**

SALARY
CENTRE
REQUIREMENTS

: R444 036 per annum (Level 09), plus competitive benefits cost to company.
: Pretoria
: A recognised National Diploma (NQF6), Bachelor's degree or equivalent (NQF level 7) in Human Resource Management, Human Resource Development or Public Administration. Certificate on PERSAL administration. Minimum of three (3) years relevant HRD and PMDS experience, including supervisory experience. Experience to include bursary management, skills development, and performance management. Knowledge: Knowledge of and experience in human resource development and performance management and

development systems. In-depth knowledge of public sector landscape and capacity building needs. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including Public Service Act, Public Administration Management Act, Public Finance Management Act, Public Service Regulations). Strategy development, analysis, and implementation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Vulindlela, PERSAL and HR Information Systems. Batho Pele Principles. Competencies/skills. Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Proven writing skills, including report writing, submissions and articles. Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills Creative and analytical skills Creative and analytical skills. Personal Attributes: Participate in professional development growth activities. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Willingness work extended hours, as and when required.

DUTIES

: Implement and monitor Human Resource Development and Performance Management Development System (HRD and PMDS) related policies, standard operating procedures, directives, and frameworks for the NSG. Support the development and implementation of the Human Resource Development (HRD) Strategy for the NSG. Monitor the implementation of HRD standards, practices, and guidelines. Manage HRD and PMDS compliance reporting in line with policies and frameworks. Undertake research and benchmarking of new HRD and PMDS practices and methodologies. Perform the functions of a Skills Development Facilitator (SDF), coordinate the implementation of skills audit process and training needs analysis, and develop Workplace Skills Plan (WSP). Facilitate and coordinate bursary administration and management, including providing secretariat support to the Bursary Committee and the management of 1% training budget on behalf of branches. Coordinate the annual bursary cycle, including the determination of bursary priorities and alignment of training opportunities with individual requirements. Assist in expression of interest for SETA funding. Provide technical support, advice and manage the processes related to the enrolment and completion of skills development programmes. Facilitate onboarding, orientation and induction of NSG employees in line with NSG policies and the National Framework towards Professionalisation of the Public Sector. Develop and maintain a database for HRD training programmes, including bursary management and the monitoring of the utilization of budget allocation. Implement and maintain an effective performance management and development system (PMDS) for the NSG. Maintain a database for reporting on all PMDS interventions which entail compliance with policies, guidelines as well as audit requirements. Provide technical support, advice and manage the processes related to probationary periods, bi-annual and annual assessment processes. Undertake advocacy and awareness on PMDS to NSG employees. Perform secretarial functions in the moderation committees for salary levels 1-12. Manage the HRD and PMDS information functions on PERSAL, including capturing and approval of transactions. Support continuous transformation, shaping processes and culture to assist the NSG improve its capacity for change. Manage and implement digital HRD functions, including paperless practices, automating HRD, PMDS and self-service functions Undertake HRD analytics, including workforce and behavioural practices, future skills need to inform decision making and strategic choices. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Implement operations management within the sub-directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and sub-directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the sub-directorate,

as well as mitigation plans, including business continuity plans. Manage employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed.

**ENQUIRIES
APPLICATIONS**

: Nthabiseng Fuma Tel No: (012) 441 6108
: E-mail to Recruitment.MM3@thensg.gov.za or hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

POST 17/07

: **ASSISTANT DIRECTOR: WORKPLACE MANAGEMENT REF NO: NSG
05/2024**

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 per annum (Level 09), plus competitive benefits cost to company.
: Pretoria
: Applicants must be in possession of National Diploma (NQF 6), Bachelor's Degree (NQF 7) or equivalent in Facilities Management, Built Environment, Engineering, Property Management, Safety Management, Environmental Management, or a building related field. Registration with a relevant professional body will also be an added advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. The job holder will be required to undertake functions that may be occasionally physically demanding, hazardous to health and potential danger. Experience: Three (3) years relevant experience, of which 2 years is at supervisory/management level. Proven experience in Property / Facilities / Accommodation Management Knowledge: In-depth theoretical and practical knowledge of workplace environment management and occupational health and safety. Theoretical and practical knowledge of disaster management (pandemics, natural disasters etc.) Implement policies, protocols, norms, standards, procedures, strategies for facilities management. Implement accommodation plans in line with Government Immovable Asset Management Act (GIAMA). In depth understanding space norms and standards inclusive but not limited to: Preparation and allocation of office accommodation, allocation of office furniture, equipment, appliances and related resources, coordination of parking allocation and audits, supervise replacement, maintenance and movement of office furniture, equipment, and appliances and liaising with DPWI and landlords on leasing matters. In-depth theoretical and practical knowledge of project and contracts management. New developments around the workplace environment management and occupational health and safety. Various applicable legislative frameworks including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks; Occupational Health and Safety Act; Government Immovable Asset Management Act. Policy development, analysis, and implementation. Knowledge of the building maintenance. Excellent working knowledge of MS Office suite. Batho Pele principles. Knowledge of diversity, gender, and disability priorities. First aid knowledge Competencies: Strong interpersonal skills. Problem solving skills. Research and data analysis techniques. Proficiency in communication and presentation skills. Excellent project, time, and people management skills. Report writing skills. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite. Digital skills.

DUTIES

: Allocate and manage space within facilities to meet the NSG's needs by ensuring that office layouts, seating arrangements, and optimizing space usage is achieved. Ensure the safety and security of occupants and assets by implementing security measures, fire safety protocols, and emergency response plans. Monitor and control energy consumption to reduce costs and environmental impact. Implement sustainability initiatives to reduce the NSG's environmental footprint, such as waste reduction and recycling programs. Ensure that facilities adhere to local, state, and federal regulations and standards related to safety, accessibility, and environmental compliance. Develop and implement plans for the NSG to respond to emergencies, natural disasters, and other crises that could affect the facility and its occupants. Keep track of all physical assets, their condition, and their lifecycle. Ensure that facilities are accessible and inclusive for all individuals, including those with disabilities. Ensure that contracts are signed and executed in accordance with legal and procedural requirements. Establish a secure and organized system for storing and managing contract documents, making them readily accessible when needed. Monitor and enforce contract compliance to ensure that all

parties fulfill their obligations as specified in the agreement. Identify potential risks associated with contracts and develop strategies to mitigate them. Track the performance throughout the contract's duration, ensuring that milestones and deliverables are met on time and within budget. Handle requests for contract changes, amendments, or extensions and ensure they are documented and executed in compliance with contract terms. Keep track of financial aspects of contracts, including payments, invoices, and penalties, to ensure financial obligations are met. Identify and assess workplace hazards, including physical, chemical, biological, ergonomic, and psychosocial factors that may pose risks to employee health and safety. Ensure compliance with local, national, and international OHS regulations and standards. Assist in the development and implementation comprehensive OHS policies and procedures that outline the NSG's commitment to safety, as well as specific guidelines for managing risks and ensuring employee well-being. Provide OHS training and education programs to employees, supervisors, and managers to increase awareness and competence in handling workplace hazards and emergencies. Conduct regular inspections and audits of the workplace to identify and correct safety deficiencies and ensure ongoing compliance with safety protocols. Ensure that appropriate safety equipment and PPE are available and used by employees as needed to mitigate workplace risks. Maintain accurate records of safety-related incidents, training, inspections, and audits. Manage access control of the building by ensuring that entry and exit points are secured with locks, keys, tags, biometric scanners, or access codes to ensure only authorized individuals can enter specific areas. Manage visitor systems track and control access for non-employees into the building. Ensure that closed-circuit television (CCTV) cameras and video monitoring systems are used to observe and record activities in and around the facility. Ensure that security personnel continuously monitor these systems to ensure the safety of the facility. Ensure that adequate lighting is provided to eliminate hiding spots and deter unauthorized access. Ensure that trained security guards or officers are deployed to conduct patrols, monitor access points, and respond to security incidents. Establish and enforce security policies and procedures to ensure that security measures are consistently applied and that employees are aware of their responsibilities. Supervise the resources - people, finance, systems and assets allocated within the sub-directorate. Implement operations management within the sub-directorate.

ENQUIRIES : Thabo Ngwenya Tel No: (012) 441 6108
APPLICATIONS : E-mail to Recruitment.MMS4@thensg.gov.za or hand deliver at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria or post to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

POST 17/08 : **ASSISTANT DIRECTOR: CADET AND YOUTH DEVELOPMENT REF NO: NSG 06/2024**

SALARY : R444 036 per annum (Level 09), plus competitive benefits cost to company.
CENTRE : Pretoria
REQUIREMENTS : A tertiary qualification at NQF level 6 in the field of Management Studies, Business or Public Administration. Three (3) years' proven experience in managing ETD interventions, of which 2 years is at supervisory/management level. Knowledge: Theoretical and practical knowledge of youth development. Knowledge of national priorities, statutory prescripts, and governance practices pertaining to the public service specifically and the public sector broadly. Theoretical and practical perspectives of the education, training, and development environment. Client relations management. Training/ Learner information management and systems. Microsoft Office suite. Batho Pele Principles. Competencies/skills. Financial analysis and reporting. Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Project management and operations management skills Personal Attributes: Ability to participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to

<u>DUTIES</u>	<p>work under pressure. Willingness to travel and work with extended hours, including away from office.</p> <p>: Develop and maintain a database of contacts in all spheres of government, state entities and legislatures to enable information gathering. Provide support in strategies and learning areas to meet capacity development needs. Support in project teams for new capacity development interventions. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Co-ordinate inputs (policy departments) towards conceptualisation of new capacity development interventions. Maintain a database of panel of expert's competence profiles based on capacity development content and delivery requirements. Liaise with Technical Support for the availability of panel of experts and HEIs. Provide support in the review and update of curriculum content, including customisation of content on course offerings. Ensure product knowledge and awareness within the NSG (Contact Centre and Business Development). Develop the annual calendar of delivery schedules to ensure uptake of the programme that inform contact centre and business development engagements with potential clients. Provide support towards programme and project monitoring. Ensure quality of learning material prior to distribution for capacity development interventions. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.) Provide support in the management of delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Maintain all required documents and records. Follow up on assessment and certification, including timely issuing of certificates. Follow up on the implementation of monitoring and evaluation recommendations, post-programme delivery for quality management and improvements. Respond to learner and client queries, requests, and complaints. Compile monthly reports on quality and performance and advise on areas of improvement. Supervision of allocated resources (people, finance, systems, assets, contracts) within the directorate. Provide inputs for the review of policies and procedures and support implementation. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks, as well as mitigation plans, including business continuity plans.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Thabo Ngwenya Tel No: (012) 441 6108</p> <p>: E-mail to Recruitment.ASD1@thensg.gov.za or hand deliver at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or post to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.</p>
<u>NOTE</u>	<p>: Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.</p>
<u>POST 17/09</u>	<p>: <u>ASSISTANT DIRECTOR: FOUNDATIONAL MANAGEMENT REF NO: NSG 07/2024</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R444 036 per annum (Level 09), plus competitive benefits cost to company.</p> <p>: Pretoria</p> <p>: A tertiary qualification at NQF level 6 in the field of Management Studies, Business or Public Administration. Three (3) years' proven experience in managing ETD interventions, of which 2 years is at supervisory/management level. Knowledge: Theoretical and practical knowledge of public finance and public supply chain management. Knowledge of national priorities, statutory prescripts, and governance practices pertaining to the public service specifically and the public sector broadly. Theoretical and practical perspectives of the education, training, and development environment. Client relations management. Training/ Learner information management and systems. Microsoft Office suite. Batho Pele Principles. Competencies/skills. Financial analysis and reporting. Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Project management and operations management skills Personal Attributes: Ability to participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management,</p>

		employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Willingness to travel and work with extended hours, including away from office.
<u>DUTIES</u>	:	Develop and maintain a database of contacts in all spheres of government, state entities and legislatures to enable information gathering. Provide support in strategies and learning areas to meet capacity development needs. Support in project teams for new capacity development interventions. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Co-ordinate inputs (policy departments) towards conceptualisation of new capacity development interventions. Maintain a database of panel of expert's competence profiles based on capacity development content and delivery requirements. Liaise with Technical Support for the availability of panel of experts and HEIs. Provide support in the review and update of curriculum content, including customisation of content on course offerings. Ensure product knowledge and awareness within the NSG (Contact Centre and Business Development). Develop the annual calendar of delivery schedules to ensure uptake of the programme that inform contact centre and business development engagements with potential clients. Provide support towards programme and project monitoring. Ensure quality of learning material prior to distribution for capacity development interventions. Liaise with Technical Support for logistics (learning material, venue, travel and facilitators. Provide support in the management of delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Maintain all required documents and records. Follow up on assessment and certification, including timely issuing of certificates. Follow up on the implementation of monitoring and evaluation recommendations, post-programme delivery for quality management and improvements. Respond to learner and client queries, requests, and complaints. Compile monthly reports on quality and performance and advise on areas of improvement. Supervision of allocated resources (people, finance, systems, assets, contracts) within the directorate. Provide inputs for the review of policies and procedures and support implementation. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks, as well as mitigation plans, including business continuity plans.
<u>ENQUIRIES</u>	:	Thabo Ngwenya Tel No: (012) 441 6108
<u>APPLICATIONS</u>	:	E-mail to Recruitment.ASD2@thensg.gov.za or hand deliver at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or post to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.
<u>NOTE</u>	:	Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.
<u>POST 17/10</u>	:	<u>ASSISTANT DIRECTOR: GOVERNANCE COMPETENCIES REF NO: NSG 08/2024</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09), plus competitive benefits cost to company.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A tertiary qualification at NQF level 6 in the field of Management Studies, Business or Public Administration. Three (3) years' proven experience in managing ETD interventions, of which 2 years is at supervisory/management level. Knowledge: Knowledge and understanding of relevant legislation, including, amongst others, the Criminal Procedure Act, Prevention and Combatting Corruption Activities Act, POCA, Protected Disclosure Act. Knowledge of national priorities, statutory prescripts, and governance practices pertaining to the public service specifically and the public sector broadly. Theoretical and practical perspectives of the education, training, and development environment. Client relations management. Training/ Learner information management and systems. Microsoft Office suite. Batho Pele Principles. Competencies/skills. Financial analysis and reporting. Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Project management and operations management skills Personal Attributes: Ability to participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team

environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Willingness to travel and work with extended hours, including away from office.

DUTIES

: Develop and maintain a database of contacts in all spheres of government, state entities and legislatures to enable information gathering. Provide support in strategies and learning areas to meet capacity development needs. Support in project teams for new capacity development interventions. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Co-ordinate inputs (policy departments) towards conceptualisation of new capacity development interventions. Maintain a database of panel of expert's competence profiles based on capacity development content and delivery requirements. Provide support in the selection and recruitment of panel of experts. Liaise with Technical Support for the availability of panel of experts and HEIs. Provide support in the review and update of curriculum content, including customisation of content on course offerings. Ensure product knowledge and awareness within the NSG (Contact Centre and Business Development). Develop the annual calendar of delivery schedules to ensure uptake of the programme that inform contact centre and business development engagements with potential clients. Provide support towards programme and project monitoring. Ensure quality of learning material prior to distribution for capacity development interventions. Liaise with Technical Support for logistics (learning material, venue, travel and facilitators). Provide support in the management of delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Maintain all required documents and records. Follow up on assessment and certification, including timely issuing of certificates. Follow up on the implementation of monitoring and evaluation recommendations, post-programme delivery for quality management and improvements. Respond to learner and client queries, requests, and complaints. Compile monthly reports on quality and performance and advise on areas of improvement. Supervision of allocated resources (people, finance, systems, assets, contracts) within the directorate. Provide inputs for the review of policies and procedures and support implementation.

ENQUIRIES

: Thabo Ngwenya Tel No: (012) 441 6108

APPLICATIONS

: E-mail to Recruitment.ASD@thensg.gov.za or hand deliver at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or post to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

NOTE

: Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

POST 17/11

: **TEAM ASSISTANT REF NO: NSG 09/2024**

SALARY

: R308 154 per annum (Level 07), plus competitive benefits cost to company.

CENTRE

: Pretoria

REQUIREMENTS

: A National Diploma on (NQF level 6) in Office Administration, Business or Public Administration, Project Management. Two (2) to three (3) years relevant experience in administration. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Microsoft Office suite, especially Word, PowerPoint and Excel, Virtual meetings (organize, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Ability to manage events, including venue identification, accommodation, logistics, catering, transportation, and cash disbursements. Document management. Protocol, etiquette, and diplomacy. Batho Pele Principles. Competencies/skills. Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills Personal Attributes: Willingness to participate in professional development growth activities for maintaining professional knowledge and staying current with business solutions trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous

		learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creativity and innovation; ability to work under pressure. Willingness to travel and work with extended hours, including away from office, may be required.
<u>DUTIES</u>	:	Plan, organize and monitor administrative activities pertaining to the Chief Directorate, including aiding in the identification and Implementation appropriate strategies to meet capacity development needs. Support elementary research under the guidance of the Chief Director to ensure the appropriate context and transformational curriculum decisions, progress content choices, and digitally responsive delivery modalities. Draft letters, memoranda, reports, and submissions as may be required as well as dissemination of information to stakeholders. Assist the Chief Director to provide support in curriculum formulation and content, including the identification of platforms and partners. Support the Chief Director to determine requirements and capabilities towards the appointment and/or contracting of panel of experts, partners, and Higher Education Institutions. Assist the Chief Director to provide support for the review and update of curriculum content. Support the Chief Director to lead in the collaborative creation of complementary resources, including online and virtual for capacity development offering. Assist the Chief Director to manage collaborative review, regular quality assurance, and feedback sessions with internal and external stakeholders. Support the utilisation and implementation systems to monitor adherence to accreditation requirements, support assessment and certification. Provide administrative and project management support to relevant forums. Network and collaborate with all internal business units to ensure mutually beneficial relationships that serve the interests of the NSG. Manage the calendar of the Chief Director, including discretion on acceptance of meetings, adequate preparations for meetings and secretariat support. Co-ordinate all documentation relevant to budget management of the chief directorate, including funding requirements, procurement planning, payments to service providers and petty cash. Co-ordinate all documentation relevant to human resource management and development of the chief directorate. Plan and co-ordinate domestic and international travel, including approval, itineraries, and claims. Manage a compliance and management reporting calendar for the chief directorate to ensure timely and accurate reporting. Manage logistical arrangements for all meetings, including venue, catering, and equipment.
<u>ENQUIRIES</u>	:	Thabo Ngwenya Tel No: (012) 441 6108
<u>APPLICATIONS</u>	:	E-mail at Recruitment.Admin01@thensg.gov.za or hand deliver to hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria or post to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.
<u>NOTE</u>	:	Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.
<u>POST 17/12</u>	:	<u>ADMINISTRATOR: FACILITIES NO: NSG 10/2024</u>
<u>SALARY</u>	:	R255 450 per annum (Level 06), plus competitive benefits cost to company.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A national diploma at (NQF level 6) in Business Administration, Public Administration, Facilities Management. Build Environment equalization will be an added advantage. One (1) to two (2) years' experience in the field of workplace environment or facilities management. Knowledge: Administrative knowledge. Ability to record and report statistical information. Microsoft Office suite, especially Word, PowerPoint, and Excel. Virtual meetings (organize, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Public service legislation, policies, prescripts, and procedures. Financial and supply chain management. Office management. Document management. Occupational Health and Safety Act, 1993. Building and Maintenance Services. Contract and property management. Batho Pele Principles. Competencies/skills. Strong computer literacy. Strong oral and written communication skills. Strong interpersonal skills. Basic programme and project management skills. Problem solving and analysis. Basic analytical skills Personal Attributes: Ability to participate in professional development growth activities for maintaining professional knowledge and staying current with business solutions trends. Ability to multi-

task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Willingness to work extended hours, when required.

DUTIES

: Plan, organise and fulfil administrative functions in ensuring a conducive workplace environment. Provide support towards monitoring OHS equipment (fire extinguishers) and compliance requirements to legislation. Provide support in procuring, managing and monitoring of repairs and maintenance. Provide support in monitoring the outsourced service providers (cleaning and hygiene services). Provide support in the management of office accommodation and floor plans. Undertake procurement processes, including requesting for quotations and processing payments. Co-ordinating new employees joining the organization which including liaising with IT and Premises to ensure that IT and desk setup is complete ahead of the start date. Coordinate the allocation of training rooms and boardrooms and provide confirmation for use. Ensure that office set up is compliant with internal requirements to the extent practicable. Monitor the NSG reception area and training rooms to ensure a conducive environment for receiving guests, learners and visitors. Liaise with service providers to ensure that training rooms and boardrooms are prepared. Liaise with internal officials to ensure that furniture and equipment. Projectors are in working condition. Report infrastructure faults that have been detected in the conference and training rooms. Undertake quality control for all furniture and equipment. Provide administrative support in office space management, considering issues such as reasonable accommodation into account. Ensure accurate movement of user assets, furniture, desktops by working closely with the sub-directorate: Asset Management. Maintain accurate records of movement of all furniture and equipment. Provide support in implementing the User Asset Management plan. Provide support in the tracking of furniture and equipment, in liaison with Asset Management and ICT unit. Provide administrative support in identifying procurement needs (including future needs) and acquisitions, as well as those to be written off. Compile documents including quotations from service providers, SCM documents and processing of payments. Compile accurate reports on workplace environment, user asset and inventory management. Ensure regular filing of all documentation. Manage travel and accommodation arrangements as required. Provide support to compliance and management reporting to ensure timeliness and accuracy. Provide support towards operations management, including service standards, standard operating procedures, business processes, total quality management and digital transformation.

**ENQUIRIES
APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108
 : E-mail to Recruitment.Admin03@thensg.gov.za or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria or post to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

NOTE

: Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

POST 17/13

: **ADMINISTRATOR: INFORMATION MANAGEMENT REF NO: NSG 11/2024**

**SALARY
CENTRE
REQUIREMENTS**

: R255 450 per annum (Level 06), plus competitive benefits cost to company.
 : Pretoria
 : A tertiary qualification at (NQF level 6) in Library and Information Studies. Two (2) to three (3) years relevant experience. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript) Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Public service legislation, policies, prescripts and procedures. Office management. Document management. Protocol, etiquette and diplomacy. Batho Pele Principles Competencies/skills. Strong computer literacy. Strong oral and written communication skills. Strong interpersonal skills. Basic programme and project management skills. Problem solving and analysis. Basic analytical skills. Personal Attributes: Ability to

participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Willingness to travel and work with extended hours, including away from office, as and when required.

DUTIES : Provide administrative support in the implementation, monitoring and maintenance of information management policy for the NSG. Support project teams with information management interventions. Collate and disseminate materials for information management engagements with internal and external stakeholders. Undertake elementary research towards new information. Liaise with stakeholders to determine information management needs as well as participation in any pilot interventions. Provide support in the development and delivery of contact, virtual and online courses and programmes. Provide administrative support in the implementation and monitoring of the information management databases. Provide support for information awareness activities within the NSG. Provide support to the management of the NSG Library Webpage and contribute content for the NSG website. Provide support to capacity building workshops, seminars, webinars and forums. Provide information management support, including advice, queries and requests for reference information and circulation services. Compile a list of information resource requirements and source quotations from service providers for publications and electronic information databases. Original cataloguing and copy cataloguing on the library management system, including follow-up on overdue materials. Classify and maintain the library publications, shelving of library materials and maintaining the shelves. Administer the interlibrary loan (ILL) services. Collect and prepare all publications deemed to be of heritage importance to the National Library in line with the Legal Deposit Act. Provide administrative and project management support to relevant information management forums. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Monitor the implementation of information management interventions. Ensure display of library materials during library events and awareness programmes. Manage the procurement of goods and services, as well as petty cash. Process payments to service providers in compliance with NSG policies. Manage logistical arrangements for all meetings, including venue, catering, and equipment. Monitor the use of library resources and prepare monthly reports (cataloguing, interlibrary loans and information database, stocktaking).

ENQUIRIES : Thabo Ngwenya Tel No: (012) 441 6108
APPLICATIONS : E-mail to Recruitment.ASD@thensg.gov.za or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, 0001 or post to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

NOTE : Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

POST 17/14 : **CONTACT CENTRE AGENT REF NO: NSG 12/2024 (X2 POSTS)**

SALARY : R255 450 per annum (Level 06), plus competitive benefits cost to company.
CENTRE : Pretoria
REQUIREMENTS : A tertiary qualification at (NQF level 6) in Contact Centre Management, Office Administration or Business Administration. Experience: One (1) to two (2) years' relevant experience in office administration in an ETD environment. Competencies/Skills: Good verbal and written communication skills. Proficient in relevant computer applications. Excellent interpersonal skills. Problem solving skills. Problem solving skills. Time management skills. Ability to work efficiently at all times. Questioning and listening skills to support telephone communication. Knowledge: Good knowledge of client relations (how to engage and relate to clients). Understanding of the public sector. Computer literacy (MS Office Suite, call logging and Training Management Systems). Reasonable expertise in the field of contact centre operations. Batho Pele

		principles. Personal attributes: Adaptability. Team player. Self-driven. Attention to detail.
<u>DUTIES</u>	:	Provide contact centre services through receipt of telephone calls, emails and faxes. Respond to all incoming communication and enquiries within stipulated timeframes and service standards. Provide professional and effective telephone services to handle tasks like call transfers, taking messages, call back, call hold, interruptions and unintentional disconnections. Use the most appropriate way and proper telephone etiquette to communicate with different behaviour types on the telephone. Undertake follow up with clients where necessary. Capturing and record all contact centre interactions for reporting purposes. Furnishing of SBD and RFQ Forms. Maintain up to date knowledge of NSG products and new developments. Participate in product knowledge training sessions. Liaise with relevant officials to gather information on products. Promote product awareness to public sector organisations (national government, provincial government, local government and state-owned entities). Undertake requests by clients for quotations and bookings. Request the authorization of quotations and confirm bookings according to set time frames and in compliance with the standard prescripts. Create files and forward to management within the prescribed time frames. Prepare files for ETD events and link to calendar ID's on Training Management System. Investigate clients' complaints and resolve by providing regular feedback. Identify and escalate priority issues. Attend to client requests (telephone, fax, email, walk-ins and referrals) and ensure enquiries logged are resolved within 3 working days. Capture learner requirements on ETQA system and ensure accurate completion of applications, including the required supporting documents. Provide guidance and recommendations to learners or prospective candidates and provide feedback on their application. Generate quotations according to the required norms and standards. Process invoice requests and submit for processing. Create files for confirmed courses and generate calendar ID and link to the relevant course event. Add course venue on the Training Management System by capturing client details. Maintain the NSG training calendar. Capture the list of learners on the enrolment system as provided by the client before commencement of the course.
<u>ENQUIRIES APPLICATIONS</u>	:	Nthabiseng Fuma Tel No: (012) 441 6108
	:	E-mail to NSG.Admin03@thensg.gov.za or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria or post to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.
<u>NOTE</u>	:	Preference will be given to Youth, African Males, Coloured Females, Coloured Males, Indian Females and people with disability in accordance with our employment equity requirements.
<u>POST 17/15</u>	:	<u>ADMINISTRATOR: ETD SUPPORT: SENIOR MANAGEMENT AND PROFESSIONALISATION REF NO: NSG 13/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05), plus competitive benefits cost to company.
	:	Pretoria
	:	Grade 12. A tertiary qualification (NQF 6) in Office Administration, Public Administration or related qualification may be an added advantage No work experience necessary for this post, however experience in capacity development/ education or administrative environment may be an added advantage. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Knowledge of procedures related to information and records management. Basic knowledge of finance and supply chain management. Virtual meetings (organise, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Public service legislation, policies, prescripts and procedures Office administration. Document management. Batho Pele principles Competencies/skills. Good oral and written communication skills. Good interpersonal skills. Basic project management skills. Problem-solving and analysis., Elementary research skills. Basic analytical skills. Ability to interpret policies and directives. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management,

DUTIES

employees, stakeholders, and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure.

: Provide administrative support in determining capacity development needs for Senior Management and Professionalisation programmes (including stakeholder meetings). Provide administrative support in project teams for new capacity development interventions. Collate and disseminate all materials (documents) for meetings about the engagements with internal and external stakeholders. Liaise with clients (individuals and institutions) to identify capacity development needs and participate in pilot interventions. Coordinate and implement appropriate systems for the sub-directorate that align with departmental policies and SOPs. Provide administrative support in reviewing and updating curriculum content, including customising content. Conduct elementary research as required to support capacity development content and enablement. Provide information to support product knowledge and awareness within the NSG Contact Centre. Support the implementation of the annual calendar of delivery schedules to ensure the uptake of Senior Management and Professionalisation programmes. Provide administrative support towards programme and project monitoring. Manage filing of documents in line with the departmental records management policy and filing system, as well as electronic document management. Liaise with Technical Support for logistics (learning material, venue, travel and facilitators). Manage logistical arrangements for all meetings, including venue, catering, and equipment. Draft letters, memoranda, reports, and submissions as may be required. Follow up on assessment and certification, including timely issuing of certificates. Monitor the implementation of monitoring and evaluation recommendations and post-programme delivery for quality management and improvements. Support case file management (correctness and timely capturing of the TMS) and data management. Respond to learner and client queries, requests and complaints. Support the compilation of monthly reports on quality and performance. Manage the procurement of goods and services, as well as petty cash. Process payments to service providers in compliance with NSG policies. Support travel and accommodation arrangements as required. Support compliance and management reporting to ensure timeliness and accuracy. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation.

**ENQUIRIES
APPLICATIONS**

: Nthabiseng Fuma Tel No: (012) 441 6011
: E-mail to Recruitment.Admin01@thensg.gov.za or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, 0001 or post to Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

NOTE

: Preference will be given to Youth, African Males, Coloured Females, Coloured Males, Indian Females and people with disability in accordance with our employment equity requirements.

POST 17/16

: **ADMINISTRATOR: ETD SUPPORT: MIDDLE MANAGEMENT DEVELOPMENT REF NO: NSG 14/2024**

**SALARY
CENTRE
REQUIREMENTS**

: R216 417 per annum (Level 05), plus competitive benefits cost to company.
: Pretoria
: Grade 12 certificate. A tertiary qualification (NQF 6) in Office Administration, Public Administration, Human Resource Development or Gender Studies may be an added advantage. No work experience necessary for this post, however experience in capacity development/ education or administrative environment may be an added advantage. Knowledge: Microsoft Office suite, especially Word, PowerPoint, and Excel. Knowledge of procedures related to information and records management. Basic knowledge of finance and supply chain management. Virtual meetings (organise, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Public service legislation, policies, prescripts and procedures. Document management. Batho Pele principles. Competencies/skills Good oral and written communication skills. Good interpersonal skills. Basic project management skills. Problem-solving and analysis. Elementary research skills. Basic analytical skills. Ability to interpret policies and directives. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to work

<u>DUTIES</u>	: independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. : Provide administrative support in project teams for new capacity development interventions. Collate and disseminate all materials (documents) for meetings about the engagements with internal and external stakeholders. Liaise with clients (individuals and institutions) to identify capacity development needs and participate in pilot interventions. Coordinate and implement appropriate systems for the sub-directorate that align with departmental policies and SOPs. Provide administrative support in reviewing and updating curriculum content, including customising content. Conduct elementary research as required to support capacity development content and enablement. Provide information to support product knowledge and awareness within the NSG (, Contact Centre). Support the implementation of the annual calendar of delivery schedules to ensure the uptake of gender and diversity programmes. Provide administrative support towards programme and project monitoring. Manage filing of documents in line with the departmental records management policy and filing system, as well as electronic document management. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.). Manage logistical arrangements for all meetings, including venue, catering, and equipment. Draft letters, memoranda, reports, and submissions as may be required. Follow up on assessment and certification, including timely issuing of certificates. Monitor the implementation of monitoring and evaluation recommendations and post-programme delivery for quality management and improvements. Support case file management (correctness and timely capturing of the TMS) and data management. Respond to learner and client queries, requests and complaints. Support the compilation of monthly reports on quality and performance. Manage the procurement of goods and services, as well as petty cash. Process payments to service providers in compliance with NSG policies. Support travel and accommodation arrangements as required. Support compliance and management reporting to ensure timeliness and accuracy. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation.
<u>ENQUIRIES APPLICATIONS</u>	: Nthabiseng Fuma Tel No: (012) 441 6011 : E-mail at Recruitment.Admin02@thensg.gov.za or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria or post to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.
<u>NOTE</u>	: Preference will be given to Youth, African Males, Coloured Females, Coloured Males, Indian Females and people with disability in accordance with our employment equity requirements.
<u>POST 17/17</u>	: <u>INFORMATION PROCESSING CLERK REF NO: NSG 15/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R216 417 per annum (Level 05), plus competitive benefits cost to company. : Pretoria : Grade 12.A tertiary qualification at (NQF level 5) in Office Administration, Public Administration or Information Management will be an added advantage. No experience required for this post. Knowledge: Knowledge of data capturing, analysis and management. Knowledge of document management (storage, retrieval and archiving). Knowledge understanding of the legislative framework governing the Public Service. Batho Pele Principles. Competencies/skills Basic computer literacy. Report writing skills. Good oral and written communication skills. Strong interpersonal skills. Strong planning and organizing skills. Problem solving and analysis. Client orientation and customer focus. Basic analytical skills. Basic financial management skills. Basic numeracy skills Personal Attributes: High level of reliability. Client focused attitude. Attention to detail. Trustworthy and honest. Maintain very high levels of confidentiality.
<u>DUTIES</u>	: Capture all Reaction Evaluation Questionnaires (REQs) completed by participants and the Facilitator Feedback Forms (FFFs) compiled by the facilitator at the end of every NSG ETD intervention, onto the NSG Training Management System. Provide reports to the Deputy Director: Outcomes and Impact on the flow of REQs and FFFs received for capturing. Manage the filing of copies (electronic and hard) of REQs and FFFs after reports have been generated on a weekly basis. Provide copies of reports, REQs and FFFs on request by programme managers, coordinators and auditors. Provide written responses to audit queries on capturing of the data or the reports generated.

Provide support to management in terms of data required to generate reports. Check the information in the REQs and the FFFs for correctness and accuracy. Identify the key issues that require attention which the participants and facilitators reported on (written comments as well as scores). Report areas that urgently require attention to the Deputy Director he/she reports to. Complete the recommendations section in the FPE report based on the analysis conducted for every ETD intervention. Participate in meetings and provide feedback on data authentication as well as challenges with capturing of data. Compile Facilitator and Participant Evaluation (FPE) reports based on a batch of REQs and the corresponding feedback from the facilitator per ETD intervention (face-to-face and online/virtual training/webinars/master classes). Generate monthly and quarterly statistical reports which provide a breakdown of how many REQs, FFFs and any other special projects have been captured during a specific period. Compile the quarterly trend report on facilitators who were utilised during that specific period. Process qualitative and quantitative data. Submit reports for distribution to responsible Programme Managers. Implement operations management, including service standards, standard operating procedures. Implement total quality management and digital transformation. Maintain the e-filing system for all data forms received after ETD interventions for audit purposes.

ENQUIRIES
APPLICATIONS

- : Nthabiseng Fuma Tel No: (012) 441 6011
- : E-mail to NSG.Recruitment@thensg.gov.za or, hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria or post to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.
- : Preference will be given to Youth, African Males, Coloured Females, Coloured Males, Indian Females and people with disability in accordance with our employment equity requirements.

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 31 May 2024, (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA.

MANAGEMENT ECHELON

- POST 17/18** : **DIRECTOR: PROGRAMME PLANNING AND IMPLEMENTATION REF NO: REF NO: DT 02/2024**
- 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).
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) in Social Sciences with minimum of 5 - 10 years' working experience in a middle management position. Sound knowledge and understanding of the Tourism Sector and project management. Knowledge of public service and departmental procedures and prescripts related to Human Resources Development (HRD). Sound organising and planning skills. Good writing skills. Policy formulation, analysis and implementation skills. Financial management skills. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Reporting to the Chief Director: Tourism Sector HRD, the successful candidate will be responsible for the following key functions: establishing strategic direction of the component to ensure alignment with departmental strategic objectives; monitoring and ensuring the implementation of the strategic and business plans; overseeing the development of Operational Plans to give strategic direction to business components/ units; aligning individual performance to the strategic business objectives; implementing and reporting on strategic frameworks in the area of functional responsibility; monitoring the attainability and sustainability of performance standards as per departmental objectives; compiling management reports in a prescribed format; identifying and prioritising needs and priorities for Community Planning; developing new collaborative ways of implementing elements of the Community Plan; reviewing progress on the Community Plan; developing Community Engagement Action Plan to raise levels and quality of participation; identifying and prioritising critical stakeholders; facilitating engagement sessions with critical stakeholders; setting up informative groups to gather community needs; outlining training objectives of each programme; developing a selection criteria for course participants; developing a section criteria for training providers; creating and implementing training programmes to improve performance of the

sector; incorporating sector training needs into CATHSSETA MoU; developing training evaluation tools; identifying training interventions based on the outcomes of the skills audit; consulting relevant stakeholders to identify skills gaps that could be addressed through foreign training opportunities; ensuring that preparations of the budget are in line with strategic plans and departmental objectives; managing human resources; monitoring and reporting on the utilisation of equipment.

ENQUIRIES : Dr S Ngomane Tel No: (012) 444 6436
NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test technical elements of the job as well as an integrity assessment. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. The successful candidate must receive a positive security clearance and vetting outcome from State Security Agency. EE requirements preference will be given to African Female, Coloured Female, Asian Female and White Female Candidates.

OTHER POSTS

POST 17/19 : **DEPUTY DIRECTOR: STRATEGIC SECTOR PARTNERSHIPS REF NO: DT 03/2024**

SALARY : R1 003 890 per annum (Level 12), (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 recognised Bachelor's degree/National Diploma (NQF6) in Tourism/Economics or related field (Humanities, Social Sciences and Development Studies). 3-5 years' working experience in middle management. Knowledge of the Framework for Strategic and Annual plans. Knowledge of the Government Wide Monitoring and Evaluation Framework. Knowledge of Managing Programme Performance Information, 2007. Knowledge of contract management. Experience in financial management. Good interpersonal skills. Good communication skills. Change management knowledge and skills. Experience in stakeholder management. A valid code B driver's license.

DUTIES : The successful candidate will be responsible for ensuring policy and strategy alignment of department's priorities with national programmes; identifying and proposing areas for government intervention with respect to enhancing the development of local tourism; facilitating partnerships and institutional relations in terms of agreements reached; managing and coordinating reporting on the implementation of national programmes; monitoring the schedule for external stakeholder activities including relevant stakeholder forums, meetings, events and conferences to ensure participation by the department; publishing and disseminating information on trends and or performance of local government in developing and growing local tourism; facilitating decisions on strategic issues emanating from Cabinet Clusters which are brought to the attention of management; facilitating effective collaborations and partnerships with stakeholders to periodically review, amend and/or implement norms and standards, guidelines, codes of practice, international best practice and regulations; coordinating the development and periodic review of the stakeholder engagement framework; coordinating and liaising on strategic issues relating to community based tourism initiatives; facilitating strategic partnerships to advance the responsible tourism model for community based tourism; coordinating strategic partnerships to promote universal accessibility to tourism infrastructure.

ENQUIRIES : Ms Y Dheda Tel No: (012) 444 6197
NOTE : EE requirements preference will be given to Coloured Male and White Male Candidates.

POST 17/20 : **ASSISTANT DIRECTOR ADVOCACY, AWARENESS AND FACILITATION PROGRAMMES REF NO: DT 04/2024**

SALARY : R552 081 per annum (Level 10), excluding service benefits
CENTRE : Pretoria

- REQUIREMENTS** : A SAQA recognised relevant Degree or National Diploma in Tourism Management/ Social Studies. 3-5 years' working experience at middle management in relevant environment. Knowledge and understanding of the tourism sector. Understanding of the SETA landscape. Knowledge of Human Resource Development and the Skills Development Act. Knowledge of the Tourism Act, Public Service and departmental procedures and prescripts related to Tourism Sector Human Resource Development Strategy. Programme and Project Management skills. People Management and Presentation Skills. Sound organising and planning skills. Coordination and Facilitation skills. Good communication, problem solving and writing skills. A valid driver's licence.
- DUTIES** : The successful candidate will assist in creating awareness and advocacy on skills development initiatives for the tourism sector; monitoring the creation of a work- readiness programme for the unemployed in collaboration with relevant stakeholders; ensuring the establishment of relevant structures and bodies that would enhance synergy amongst the activities of role players and address pertinent issues affecting industry course; building capacity for the sector and local government communities and the promotion of tourism culture, coordinate the implementation of stakeholder engagements and enhancing awareness of the tourism industry amongst learners, students and unemployed youth; conducting education and skills training programmes targeting learners, Educators, Civil society and community representatives; Assist in the implementation of Foreign education and training awareness initiatives; Ensure that there is establishment, participation and monitoring of working groups or task teams to create synergy on the implementation of skills programmes; Implement and drive interventions that raise awareness on of the socio-economic benefits of domestic tourism; facilitating engagement sessions with industry on skills development initiatives and any other related matters; maintain strategic partnerships that supports awareness and education within the sector; assisting in the identification of relevant sector Departments for collaboration in support of Social Tourism, coordinating the participation of the partners in various stakeholder engagements platforms. monitoring and evaluating the implementation of Domestic Tourism Growth Strategy to track and advice on the implications; coordinating continuous reporting on the progress of Social Tourism Growth Programme; identifying implementation mechanisms of tourism sector strategies; providing inputs in drafting a stakeholder consultation framework with regard to Social Tourism Development Intervention.
- ENQUIRIES** : Ms MP Jones Tel No: (012) 444 6574
- NOTE** : EE requirements preference will be given to Coloured Male and White Male Candidates.
- POST 17/21** : **ASSISTANT DIRECTOR: BUILDINGS & ENERGY MANAGEMENT REF NO: DT 05/2024**
- SALARY** : R444 036 per annum (Level 09), excluding service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised B Degree/ National Diploma (NQF6) in Property/ Facilities Management. A minimum of two (2) years' working experience in the property/ facilities management field. Ability to manage projects independently. Knowledge and skills in financial management and budgeting. Ability to liaise with and coordinate stakeholder engagement. Knowledge of building related policies and procedures. Knowledge of National Building Regulations and Standards Act, Knowledge of Occupational Health and Safety Act and Regulations. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Good negotiation and advocacy skills. Good computer literacy and use of standard packages. Ability to work individually and in a team. A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for developing and maintaining the lease database and lease contracts; preparing requests for new/renewal accommodation; developing and maintain parking allocation list; develop and maintain space allocation; developing maintenance schedules; Compiles User Asset Management Plan (UAMP); compiling maintenance reports; ensuring that inspections are conducted; Monitor repairs; receiving and verifying municipal accounts; receiving and verifying rental accounts; receiving and verifying DSTV accounts; compiling expenditure reports; monitoring energy

		efficiency roll-out within DT; drafting energy efficiency reports for submission to the Department of Energy; conducting energy awareness programmes; ensuring that the department complies with current Occupational Health and Safety Act and regulations; maintaining systems that promote a culture of safe working practices across the Department; providing direct management of the health and Safety team; supervising human resources in the area of work.
<u>ENQUIRIES</u>	:	Mr L Molefe Tel No: (012) 444 6115
<u>NOTE</u>	:	EE requirements preference will be given to Coloured Male, Asian Male and White Male Candidates.
<u>POST 17/22</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT SERVICES REF NO: DT 06/2024</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09), excluding service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised B Degree/ National Diploma (NQF6) in Transport Management or an equivalent qualification. Three to five years' working experience at supervisory level in transport management in the Public Sector Knowledge of Treasury Regulations. Knowledge of National Road and Traffic Management prescripts. Knowledge of Transport Circular 4 of 2000. Knowledge of Transport Circular 5 of 2003. Knowledge and skills in financial management. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Good computer literacy and use of standard packages. A certificate in accident investigation. A valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will be responsible for conducting weekly inspections on all vehicles; receiving all transport requests and allocating the requests to Transport Officers; receiving shuttle/delivery requests and allocating these to the drivers; developing driver trip schedules weekly; compiling fleet analysis reports' compiling transport related reports; monitoring the fleet management system and compiling exception reports; making follow-ups for after hour authorisations; ensuring maintenance and repairing of vehicles; receiving transport related invoices from service providers; verifying transport fuel and oil invoices; compiling BAS payment advices and submit to manager for verification; reporting all non-compliance to management; attending to all queries related to invoices; ensuring that all payments are paid within 30 days; ensuring that fleet management system payments are processed on time; receiving and scrutinising requests for subsidised vehicles; receiving and verifying claims; compiling usage reports; drafting reports for 70/30 split to management; preparing letters for 70/30 split usage to line managers; ensuring that all service contracts and agreements are adhered to; liaising with service providers with regard to service levels; supervising human resources in the unit.
<u>ENQUIRIES</u>	:	Ms O Sekgweleo Tel No: (012) 444 6773
<u>NOTE</u>	:	EE requirements preference will be given to Coloured Male, Asian Male and White Male Candidates.
<u>POST 17/23</u>	:	<u>SPATIAL MAPPING OFFICER REF NO: DT 07/2024</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08), excluding service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised Bachelor of Science Degree in GIS/ Informatics/ Computer Science or related studies. 2-3 years' work experience in: GIS principles, GIS database development, GIS data capturing, digitizing and maintenance of databases, map development and data analysis. Knowledge and skills in Geographical Information Systems, IT and Information Management. Certificates in GIS and database development and management courses will be an added advantage. Experience in Tourism planning/ policy/development will be an added advantage. Good interpersonal and personal skills. Ability to formulate sound policies through analytical and innovative thinking. Ability to develop databases and mapping. Ability to liaise with and coordinate stakeholder engagement. Good computer literacy and use of ArcGIS packages.
<u>DUTIES</u>	:	The successful candidate will be responsible for assisting with the provision of GIS support services for the department, assist in developing the tourism GIS products database, assist in geo-coding, data cleaning, data capturing and verification of GIS datasets, handle large quantities of data, prepare maps and analysis. The candidate will also be expected to provide administrative,

		procurement and logistical support for the sub-directorate. Candidate must be client oriented and be able to liaise with stakeholders. A valid driver's licence. Ms L Kunene Tel No: (012) 444 6362
<u>ENQUIRIES</u>	:	
<u>POST 17/24</u>	:	<u>TOURISM VISITOR INFORMATION OFFICER REF NO: DT 08/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08), excluding service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised Degree/National Diploma (NQF6) in Travel and Tourism/ Tourism Management or Customer Services. 2-3 years' working experience in tourism visitor services and complaints management. Legal experience will be an added advantage. Ability to manage projects independently. Knowledge and skills in financial management and budgeting. Ability to formulate sound policies through analytical and innovative thinking. Good interpersonal relations skills. Ability to work individually and in a team. Ability to gather and analyse information. Ability to develop and apply policies including the understating of the Tourism Act 3, of 2014. Good report-writing skills. Ability to read, analyse and interpret policy guidelines and prescripts for application.
<u>DUTIES</u>	:	The successful candidate will be responsible for sourcing and updating the national tourism information database covering all nine provinces on a monthly basis; handling and addressing telephonic enquiries and complaints with high levels of professionalism and efficiency; creating, updating and managing a database of frequently asked questions; compiling monthly, quarterly and annual operational reports for submission to the department and to stakeholders; capturing visitor statistics on a daily basis; processing and analysing visitor statistics on a daily and weekly basis in preparation for reporting; ensuring that the information desk is well managed and presentable at all times; assisting with projects and other administrative work when required; compiling customer satisfaction survey statistics for reporting; providing logistical support to all activities of the work of the Directorate and sub-directorates; assisting with logistical arrangements, data capturing, information management/ document management and related tasks.
<u>ENQUIRIES</u>	:	Mr J Ndhlovu Tel No: (012) 444 6391
<u>NOTE</u>	:	EE requirements Preference will be given to Coloured Male, Asian Male and White Male Candidates.
<u>POST 17/25</u>	:	<u>ADMINISTRATIVE ASSISTANT: INTERNATIONAL RELATIONS AND COOPERATION REF NO: (DT 09 /2024)</u>
<u>SALARY</u>	:	R255 450 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification. 0-1-year experience. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer Literacy. Sound organising skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
<u>DUTIES</u>	:	The successful candidate will be responsible for preparing and maintaining the year plan or calendar; making logistical arrangements for meetings, events and workshops(venue, equipment, refreshments); processing order forms/ order numbers for workshops, catering, conferences and departmental entertainment; administering safekeeping of goods delivered and received, Receiving clients from reception and direct to relevant boardroom, venue or office, Making bookings of flights, accommodation and car rental as per departmental policy and procedures, Preparing the processing of travel documents, Binding of documents of management meetings, Administering telephone accounts, salary slips, sundry payments, mail register, receiving of documents, registering the documents and disseminate to the relevant officials, Keeping and maintaining leave records, asset register, procurement of assets/equipment etc, Managing boardrooms (where relevant), Handling general phone line, mail delivery, Compiling quarterly delegations report on all approvals done by Directors, Managing printer contracts (where relevant), Compiling of stakeholder contract list for Director, Preparing S&T, Cell phone claims and ADSL claims and submit for approval and forward to finance for payment, Following up with finance on payments, Managing petty cash according to policy and procedures, Processing all invoices, Ensuring proper record keeping of expenditure documents e.g. invoice, Procurement of

standard items like stationery, refreshments, Liaising with supply chain in relation to procurements of goods and services, Receiving, recording and distributing all incoming and outgoing documents, Ensuring safekeeping of information, documents, order forms, invoices, Tracking of documents for the Manager, Recording and circulate promptly, in a clear and confidential manner, documents that are relevant to the manager, Proper follow up of outstanding tasks, Adhering to the record management policy and procedure manual, Complying with the records disposal system, Compiling with the records disposal system, Filing of all documents according to the departmental file plan and central filing system, Tracing files and documents when required, Retrieving requested documents from registry, Updating and maintaining records of all files, documents and provide original/ copy to the registry, Updating filing system regularly.

ENQUIRIES
NOTE

- : Ms T Mavhungu Tel No: (012) 444 6637
- : EE requirements preference will be given to Coloured Male, Asian Male and White Male Candidates.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 03 June 2024

NOTE : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

POST 17/26 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 030624/02**
Branch: Infrastructure Management: Central Operations
Directorate: Operations Central

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Level 12), (all-inclusive salary package)
: Central Operation (Pretoria)
: A National Diploma / Degree in Administration or relevant. Three (3) to (5) five years at Junior management (ASD) level experience in Administration. Knowledge of policy development and implementation. Knowledge and experience of administration process. Knowledge and understanding of HR information. Disciplinary knowledge in HR information. Understanding of Government legislations, financial management and knowledge of PFMA. Understanding of techniques and procedures for the planning and execution of operations. Knowledge of programme and project management. Knowledge of relationship management. Problem solving and analysis. Knowledge of people and diversity management. Client orientation and customer focus. Good communication skill (written and verbal). Accountability and ethical conduct
Knowledge of analytical procedures.

DUTIES : Manage Corporate Services in the Infrastructure Management: Central Operations Office and general support of personnel. Provide strategic and general management input and consult with management, interest groups and stakeholders. Assist with the development and implementation of Strategic Plan. Manage the Human Resource unit with regard to HR planning and

strategy, policy and implementation, talent management, organisational design, employee relations, EAP and transformation. Manage general administration with regard to document management, administrative support, transport and travel logistics and general service delivery to units. Manage communication with regard to advocacy, communication strategy and media relations. Ensure and develop legal compliance with regard to contract management. Labour relation, legislation and litigation. Compilation of Corporate Service budget.

ENQUIRIES : Mr N. Buthelezi Tel No: (012) 741 7302
APPLICATIONS : Central Operations (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or hand deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001.

FOR ATTENTION : Mr KL Manganyi

POST 17/27 : **CERTIFICATED ENGINEER: REF NO: 030624/03**
Branch: Infrastructure Management: Southern Operations
Directorate: Operations Southern

SALARY : R1 003 890 per annum (Level 12), (all-inclusive salary package)
CENTRE : Bellville
REQUIREMENTS : A National Diploma / B-Tech / Degree in Mechanical or Electrical Engineering fields plus Government Certificate of Competency (Factories). Three (3) years experience in the application of General Machinery Regulations. The disclosure of a unexpired valid driver's license. Proven experience and skills in project management. Engineering design and analysis knowledge. Experienced in computer-aided engineering applications. Knowledge of applicable legislation. Technical report writing skills. Proven skills to create high performance culture. Engineering and professional judgment. People management and negotiation skills

DUTIES : Ensure compliance with the OHS act and its Regulations. Ensure safe installations. Ensure appropriate safe environment including appropriate safety equipment. Instruct remedial measures. Ensure implementation of remedial measures. Plan, design, and lead engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate tender specifications. Ensure through evaluation that planning and design is done according to sound engineering principles and norms and standards and code of practice or in the absence thereof, develop new standards. Continuous professional development to keep up with new technologies and procedures. Ensure knowledge generation and dissemination. Lead and liaise with relevant bodies/councils on engineering-related matters. Provide expert advice on OHS act and its Regulations. Ensure cost-effective, safe operations.

ENQUIRIES : Mr. P Barry Tel No: (041) 508 9705
APPLICATIONS : Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Mr M Jonkerman

POST 17/28 : **CERTIFICATED ENGINEER REF NO: 030624/04**
Branch: Infrastructure Management: Eastern Operations
Directorate: Operations Eastern

SALARY : R1 003 890 per annum (Level 12), (all-inclusive salary package)
CENTRE : Tugela Vaal
REQUIREMENTS : A National Diploma / B-Tech / Degree in Mechanical or Electrical Engineering fields plus Government Certificate of Competency (Factories). Three (3) years experience in the application of General Machinery Regulations. The disclosure of a valid unexpired driver's license. Proven experience and skills in project management. Engineering design and analysis knowledge. Experienced in computer-aided engineering applications. Knowledge of applicable legislation. Technical report writing skills. Proven skills to create high performance culture. Engineering and professional judgment. People management and negotiation skills.

DUTIES : Ensure compliance with the OHS act and its Regulations. Ensure safe installations. Ensure appropriate safe environment including appropriate safety

equipment. Instruct remedial measures. Ensure implementation of remedial measures. Plan, design, and lead engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate tender specifications. Ensure through evaluation that planning and design is done according to sound engineering principles and norms and standards and code of practice or in the absence thereof, develop new standards. Continuous professional development to keep up with new technologies and procedures. Ensure knowledge generation and dissemination. Lead and liaise with relevant bodies/councils on engineering-related matters. Provide expert advice on OHS act and its Regulations. Ensure cost-effective, safe operations.

**ENQUIRIES
APPLICATIONS**

: Mr T Mkhize Tel No: (033) 239 1900
 : Eastern Operations Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.

FOR ATTENTION

: Mr M Mncwabe

POST 17/29

: **CERTIFICATED ENGINEER REF NO: 030624/05**
 Branch: Infrastructure Management: Northern Operations:
 Mechanical/Electrical Support
 Directorate: Operations Central

**SALARY
CENTRE
REQUIREMENTS**

: R1 003 890 per annum (Level 12), (all-inclusive salary package)
 : Hartbeespoort
 : A National Diploma, BTech, BEng or BSc in Mechanical or Electrical engineering with Government Certificate of Competency (GCC). Previous appointment as a GMR 2.1, 2.7 or in a General Machinery regulations supervisory role will be an added advantage. The disclosure of a valid unexpired driver's license. Experience in an engineering plant or factory environment. Previous experience in a water and sanitation related infrastructure (pumps, pipes, valves, cranes, electrical reticulation network) will be an added advantage. The role requires experience in Projects and Contracts management, physical asset management, maintenance engineering and application of government treasury procurement regulations. SAP Knowledge and experience will be an added advantage. Technical report writing skills. Proven skills to create high performance culture. Engineering and professional judgment. People management and negotiation skills.

DUTIES

: Ensure compliance with the OHS act and its Regulations. Ensure safe installations. Ensure appropriate safe environment including appropriate safe equipment. Ensure implementation of remedial measures. Plan, design, and lead engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate tender specifications. Ensure through evaluation that planning and design is done according to sound engineering principles and norms and standards and code of practice or in the absence thereof, develop new standards. Continuous professional development to keep up with new technologies and procedures. Ensure knowledge generation and dissemination. Lead and liaise with relevant bodies/councils on engineering-related matters. Provide expert advice on OHS act and its Regulations. The candidate will be occupying a senior role in the cluster and will therefore be expected to support and work closely with all the other managers to ensure that the cluster meet its annual performance targets.

**ENQUIRIES
APPLICATIONS**

: Mr Itumeleng Mmutloane Tel No: (012) 200 9000
 : Northern Operations (Hartbeespoort): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P/Bag X352, Hartbeespoort, 0216 or hand deliver to the Dept of Water and Sanitation, Old Rustenburg Road, 8 Forrel Street, Hartbeespoort, 0216.

FOR ATTENTION

: HR Unit

POST 17/30

: **ENGINEER PRODUCTION GRADE A-C REF NO: 030624/06**
 Branch: Provincial Operations: Mpumalanga
 Directorate: Water and Sanitation Services Support

SALARY

: R833 499 – R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE

: Mbombela

<u>REQUIREMENTS</u>	:	A BSc Degree in Civil Engineering degree (B/ Eng/ BSc Eng) or relevant qualification. Three (3) years post qualification engineering experience required. The disclosure of a valid unexpired driver's license. Compulsory registration with ECSA as a Professional Engineer. Experience in dam engineering specifically in aspect of dam safety evaluation, instrumentation and rehabilitation is highly recommended. Experience in asset lifecycle management of water resources infrastructure will is recommended. Experience in project and contracts management is recommended. Understanding of procurement processes in the Public Sector. Sound financial planning and management. Further studies in project management or water infrastructure field will be an added advantage. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most common MS office programs is highly recommended. Ability to work with structural analysis software such as MSc Marc, Prokon and AutoCAD Civil 3d will be an added advantage.
<u>DUTIES</u>	:	Incumbent will be expected to conducting dam safety evaluations, dams monitoring and implementation of rehabilitation projects in line with Chapter 12 of the National Water Act of 1998 as well as Government Notice R139 of February 2012. Manage small to medium size projects and oversee all aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC 2015, FIDIC and NEC suits of contracts. Manage the technical, environmental, contractual, risk, social and financial aspects of dams' rehabilitation projects. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of projects. Knowledge of the Public Management Financial Act (PFMA) is essential.
<u>ENQUIRIES</u>	:	Mr. Ntabeni P.H Tel No: (013) 759 7306 / Ms Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446
<u>APPLICATIONS</u>	:	Mpumalanga (Mbombela): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag x11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
<u>FOR ATTENTION</u>	:	Ms FM Mkhwanazi
<u>POST 17/31</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 030624/07</u> Branch: Infrastructure Management Eastern Operations Directorate: Operations Eastern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Midmar Dam
<u>DUTIES</u>	:	Relevant tertiary qualification at NQF level 7. Three (3) years related contract management experience at supervisory level. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures, Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Be familiar with Departmental policies and procedures, Governmental financial systems. Problem solving and Analysis, people and Diversity Management, be Client Orientation and Customer Focus.
<u>ENQUIRIES APPLICATIONS</u>	:	Supervise monitor, analyse and determine actions to ensure proper contract administration, administer variations to the contracts, evaluate applications for the price adjustments and penalty clauses. Evaluate applications for variations, amendments and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off good/services. Conduct compliance report on Supply Chain Management processes, monitor contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right place, and right condition. Monitor supplier performance according to the contract and service level agreement. Mr S Ngobese Tel No: (033) 239 1900
<u>FOR ATTENTION</u>	:	Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick. Mr M Mncwabe

POST 17/32 : **IT TECHNICIAN REF NO: 030624/08**
Branch: Infrastructure Management Southern Operations
Directorate: Operations Southern

SALARY : R444 036 per annum (Level 09)
CENTRE : Port Elizabeth /Gqeberha
REQUIREMENTS : An Appropriate Diploma/Degree in Information Technology and Certified Engineer; MSCE or MCSA and Comptia Certified A+ or Comptia Certified Network +. Three (3) years appropriate experience or relevant certified plus six (6) years appropriate experience. The disclosure of a valid unexpired driver's license. Certificate with Mathematics as a subject. Knowledge of the Access to information Act. Knowledge of information security protocols. Knowledge and experience of information technology developments and enhancements. Knowledge of administrative and clerical procedures and systems. Knowledge of the PFMA Act and departmental policies and procedures. Knowledge of DWS Asset – and Supply Change Management procedures and functions will be an added advantage.

DUTIES : Installation of new hardware and software acquired. Equipment and software analysis. Physical inspection of equipment for any visible defects. Testing and connection of peripheral on their stations including driver installation. Provision on necessary training in operational use of equipment. Rolling out of new software on computer equipment as prescribed by Office of the CIO. Maintaining of existing hardware and software. Executing Root Cause Analysis with regards to hardware software incidents and problems. Resolving warranty issues should equipment fall within this category. Providing clients with advice regarding future use or replacement of equipment /software. Support the configuration of hardware and software. Investigate call for reconfigured hardware software. Investigate equipment/software capabilities. Decommissioning of hardware and software. Receive equipment that is to be removed from the system. In case of equipment with memory capabilities – ensure all data is permanently removed from devices. All hard – and software installations in the DWS domain. Executing client installations of Transversal system (Persal, SAP, BAS, Logis) and ensure software connectivity. Installation of LAN equipment and connectivity (UTP Cabling, Wi-Fi devices etc.). Ensure Server and WAN availability in conjunction with outsourced partner/s. Remote office and end user support within the responsibility area of IBOM: Southern Operations. Ensure that all IT policies, norms and standards are enforced. Compile monthly IT expenditure and performance reports. The appointee will be expected to perform overtime and standby duties when necessary and assist the Manager Information Systems Support with all IT Related tasks.

ENQUIRIES : Mr. CS Nzimande Tel No: (041) 508 9719
APPLICATIONS : Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Mr M Jonkerman

POST 17/33 : **CONTROL WATER CONTROL OFFICER REF NO: 030624/09**
Branch: Infrastructure Management: Eastern Operations
Directorate: Operations Eastern

SALARY : R376 413 per annum (Level 08)
CENTRE : Klipfontein Dam
REQUIREMENTS : A Senior / Grade 12 certificate. Six (6) to ten (10) years work experience in Water Control Environment. Knowledge in controlling and managing the water distribution for all Government Water Schemes, State Dams, Irrigation Boards, Water Use Associations, Canals and Rivers within the provincial management operations and clusters. Knowledge in water related Policy implementation, financial management act and human resources. Knowledge in basic civil, mechanical, and electrical maintenance, supporting water utilisation and water resource strategy, implementation in OHS Act. Understanding of Government legislation. Knowledge of drought and flood management, grievance and disciplinary procedures, monitoring and reporting water pollution. Good written and verbal communication skills, interpersonal skills, problem solving skills, computer literacy. Accountability and ethical behaviour.

DUTIES : Evaluate the distribution of water supply to water users to promote higher productivity and cost effectiveness. Development of operational

roaster/schedule and manage the distribution of water to water users. Manage the water supply and abstraction and investigate problems thereof and initiate remedial steps. Ensure that routine dam safety inspections and dam management are performed in line with dam safety regulations. Compile and manage the budget of the component with regard to water supply function.

ENQUIRIES APPLICATIONS : Mr SB Mathonsi Tel No: (033) 239 1900

: Eastern Operations Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.

FOR ATTENTION : Mr M Mncwabe

POST 17/34 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 030624/10**
Branch: Infrastructure Management Southern Operations
Directorate: Operations Southern

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Port Elizabeth/Gqeberha
: A National Diploma or Degree in Human Resource Management or relevant qualification. Three (3) to five (5) year's experience in Personnel Management matters. Extensive working knowledge of PERSAL. Knowledge of the Public Service Act, Public Service Regulations, and relevant Policies. Computer literacy. Knowledge of administrative procedures, basic financial management and knowledge of PFMA. The disclosure of a valid unexpired driver's license. Disciplinary knowledge of Human Resources, Problem solving and Analysis.

DUTIES : Execution of financial administration. Rendering of administration of procurement of goods and services of the component. Maintenance of data base and draw relevant reports in relation to implement Human Resources Management Policies. Facilitate the implementation of Human Resource policies, strategies, procedures and practices on Recruitment and Planning, PMDS, policies, HRD, Employee Relations. Provide Human Resources information and knowledge management services. Maintenance of data base and raw relevant reports in relation to implementation of Human Resources Management policies. Facilitate implementation of Human Resource of Human Resource policies, strategies, procedures and practices on Administration of leave absence of in the public Service, Leave Auditing, Termination of Service (Pension Case Management System), Housing allowance, Long Service Recognition, Records Management (HR Registry), Recruitment and Selection. Provide Human Resource information and knowledge management services. Management and Supervision of own supervisees.

ENQUIRIES APPLICATIONS : Mr. CS Nzimande Tel No: (041) 508 9719

: Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Mr M Jonkerman

POST 17/35 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 030624/11**
Branch: Infrastructure Management: Southern Operations
Directorate: Operations Southern

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Gqeberha (Port Elizabeth)
: A National Diploma / Degree in Social Science or Social Work. Three (3) to five (5) year's experience in Social Services. The disclosure of a valid unexpired driver's license. Sound knowledge of Employee Wellness. Policy implementation. Monitoring and evaluation principles. Communication skills, Problem solving skills and Time Management. Creativity and Awareness. Programme coordination, facilitation/presentation skills and Report writing skills. Cultural Awareness. Initiative. Computer skills and policy development skills. Good interpersonal relations and ability to deal with all levels of management. Understanding of Government legislation. Sound knowledge of the Healthy Lifestyle Programmes, HIV/AIDS, Sick leave, PILIR, Stress Management.

DUTIES : Establish, facilitate, and implement wellness programmes, policies, and strategies within the Cluster. Monitoring and evaluation of wellness

programme. Conduct analysis on the implementation of wellness programme. Create and maintain database on wellness programme. Marketing and promotion of EHWP services within the Cluster. Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees based on relevant qualifications and experience. Ensure the implementation of Special programmes such as HCT, Financial wellness that is retirement planning, garnishee management, financial education, as well as substance abuse and absenteeism management. Coordinate lifestyle management services, life skills and sport activities for staff at the Cluster. Prepare and consolidate wellness reports and registers for management information purposes. Coordinate Employee wellness meetings. Serve as secretariat during wellness engagements. Follow up on meetings with clients. Align the employee wellness programme with the business plan and organizational strategy of the department. Execute administrative related duties to the wellness programme. Maintain a filing system.

- ENQUIRIES APPLICATIONS** : Mr. CS Nzimande Tel No: (041) 508 9717
- Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
- FOR ATTENTION** : Mr M Jonkerman
- POST 17/36** : **SENIOR SUPPLY CHAIN PRACTITIONER (SUPPLY CHAIN MANAGEMENT) REF NO: 030624/12**
Branch: Infrastructure Management Eastern Operations
Directorate: Operations Eastern
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Midmar Dam
: A National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management. Three (3) to five (5) years working experience in Supply Chain Management administration environment. Knowledge of procurement administrative procedures, knowledge of financial legislation, BAS, SAP, GAAP. Knowledge of labour law, dispute resolution process, labour relations policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA. Good written and verbal communication skills, interpersonal skills, problem solving skills, computer literacy. Accountability and ethical behaviour.
- DUTIES** : render demand and acquisition support. Provide effective provisioning of logistical support services, administer the provision of tender services and contract management, manages asset disposal and administer the payment process for the goods and services acquired.
- ENQUIRIES APPLICATIONS** : Mr S Ngobese Tel No: (033) 239 1900
: Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.
- FOR ATTENTION** : Mr M Mncwabe
- POST 17/37** : **SENIOR ADMINISTRATION OFFICER (ADMINISTRATIONS) REF NO: 030624/13**
Branch: Infrastructure Management Eastern Operations
Directorate: Operations Eastern
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Tugela
: A National Diploma / Degree or in Public Administration or Social Sciences. Three (3) to (5) year's experience in administration matter. Knowledge of Management, Knowledge of administrative procedures, Disciplinary knowledge of labour law, Knowledge of dispute resolution, Knowledge of labour relations policies, Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. People and Diversity management, accountability, and Ethical Conduct. Problem Solving and Analysis, Client Orientation and Customer Focus, Good Communication skills.
- DUTIES** : Provide administrative support to all personnel in the component, implement administrative procedures for the component, analyse business plan of the component, analyse procurement trends, implement policies, develop action plan for the section. Assisting with the execution of financial administration,

develop implementation plan, ensure financial procedures are observed in the section, assist with compilation of the budget, compile monthly reports early warning systems. Render administration of procurement of goods and services of the component, advise management on good administrative practices, provide feedback on identified administrative gaps, facilitate the correct application of disciplinary procedures, provide records on goods and services procured. Maintain register of the component up to date, allocate task to staff and manage progress thereof, keep register up to date. Render Human Resources, implement approved resolutions do PMDS for the component, arrange venues workshops for the component.

ENQUIRIES : MS Z Mpungose Tel No:(033) 239 1900
APPLICATIONS : Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.
FOR ATTENTION : Mr M Mncwabe

POST 17/38 : **SAFETY OFFICER REF NO: 030624/14**
 Branch: Infrastructure Management: Central Operations
 Directorate: Operations Central

SALARY : R308 154 per annum (Level 07)
CENTRE : Jericho Dam
REQUIREMENTS : A National Diploma (NQF Level 6) qualification in Safety Management / Occupational Health and Safety. One (1) to three (3) year's experience in Occupational Health and Safety / SHE related field. Knowledge of and completed courses in SHE related legislation. SAMTRAC and OHSAS 18001 will be an added advantage. A valid unexpired driver's licence. Computer literacy skills/Competencies: Leadership skills, Communication Skills both written and verbal, strong relationship building ability, analytical thinking, and self-confidence. Ability to work independently and within a team.

DUTIES : Attend OHS Committee meetings. Obtain minutes of the safety committee meeting. Monitor compliance with issuing of PPE. Assist supervisors in maintaining safety record files. Perform OHS induction on contractors, visitors and employees. Give support and willing to assist during emergency situation/incidents. Implement OHS system, facilitate training to all employees, managers and contractors in the office regarding health and safety, conduct risk assessment for the operations of the office, execute internal safety audits and inspections, enhance safety awareness, ensure implementation of the OHS policies, report on all internal accidents and related incidents. Recommending any changes that may be necessary to ensure that the office complies with the health and safety regulations. Assess and provide on-job training to subordinates.

ENQUIRIES : Machete William Tel No :(017) 846 6033
APPLICATIONS : Jericho Dam: Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X1004, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.

POST 17/39 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: 030624/15**
 Branch: Infrastructure Management: Eastern Operations
 Directorate: Operations Eastern

SALARY : R308 154 per annum (Level 07)
CENTRE : Midmar Dam
REQUIREMENTS : A Senior / Grade 12 certificate. Three (3) to five (5) year's experience required in Supply Chain Management. Render clerical services and undertake logistical support services. Basic knowledge of supply chain duties, practices as well as ability to operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of working environment. Good written and verbal communication skills, interpersonal skills, problem solving skills, computer literacy. Accountability and ethical behaviour.

DUTIES : Render asset management clerical services, render demand and acquisition clerical support. Render logistical support services and supervise staff.

ENQUIRIES : Mr N Singh Tel No: (033) 239 1900

APPLICATIONS : Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.

FOR ATTENTION : Mr M Mncwabe

POST 17/40 : **CHIEF SECURITY OFFICER REF NO: 030624/16**
Branch: Infrastructure Management: Northern Operations
Directorate: Operations Northern

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Mokolo Pump Station
: A Senior / Grade 12 certificate. Security Grade B Certificate (Newly issued PSIRA registration, annotate registration on CV). Three (3) to (5) five years supervisory experience in a security environment. A valid 3 Firearms (. A valid SAPS Firearm competency certificate for Rifle, Shotgun and Pistol). The disclosure of a valid unexpired driver's licence. Strategic and operational plan on security management. Policy implementation. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge of emergency procedures. Knowledge in Occupational Health and Safety (OHS). Riot control and first aid competencies. Monitoring and evaluation principles. Research procedures and techniques on security issues. Good communication and listening skills. Interpersonal, and leadership skills. Accountability and ethical conduct. Investigation, and problem-solving skills.

DUTIES : Align and implement security policies and regulations. Ensure firearm regulation is implemented accordingly. Coordination of training on firearms as to ensure competency. Implement emergency contingency and procedures. Conduct site inspections on official residence and offices. Safeguard Departmental assets. Conduct security awareness. Manage the total physical security at the area offices and National Key Point (NKP). Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Maintain and implement physical security measures to minimize risks. Monitor and inspect security control registers. Inspections of all installations of all buildings and advise management of all risks. Investigate all incidents that have occurred in the offices and liaise with relevant stakeholders. Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with State Security Agency (SSA), South African Police Services (SAPS), other security agencies and DWS National Security Manager. Manage private security service provider's contracts. Provide operational and administrative assistance about security activities, forums, trainings, vetting, risk assessments and security reports. Manage and evaluate staff performance on an on-going basis. Conduct investigations where necessary.

ENQUIRIES APPLICATIONS : Mr MJ Kgwaswane at (087) 943 3702
: Mokolo Pump Station the area Manager: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P/Bag X352, Hartbeespoort,0216 or hand deliver to the Dept of Water and Sanitation, Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216.

FOR ATTENTION : HR Unit Section

POST 17/41 : **WATER CONTROL OFFICER REF NO: 030624/17**
Branch: Infrastructure Management: Southern Operations
Directorate: Operations Southern

SALARY CENTRE REQUIREMENTS : R255 450 per annum (Level 06)
: Wolwedans Dam (Mosselbay)
: A Senior / Grade 12 certificate with Mathematical literacy as an added advantage. Internal water control courses will be an added advantage. One to three years' experience in water control related functions. A mathematical background is essential for this position. Good communication and interpersonal skills and an ability to solve practical problems. The following will serve as recommendations: Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in public administration. Knowledge in supporting water utilization and water resource strategy. Knowledge of flood

- controlling and understanding of Government legislation. Willingness: To work overtime and abnormal hours, travel alone in remote areas and frequently stay away from home, work in adverse conditions and confined spaces. The incumbent should also be physically fit to work on heights (ladders, high dam walls, galleries etc.)
- DUTIES** : Monitor and control water distribution to water users. Control and monitor the release and distribution of water. Compile the feeder charts from applications received from water users. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply health and safety regulations to the component. Inspect and report on maintenance of the infrastructure. (dams, weirs, canals, pipelines, etc.)
- ENQUIRIES APPLICATIONS** : Mr. J Visagie Tel No: (071) 861 8960
: Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
- FOR ATTENTION NOTE** : Mr M Jonkerman
: official housing is available at Wolwedans Dam.
- POST 17/42** : **WATER CONTROL OFFICER REF NO: 030624/18**
Branch: Infrastructure Management: Central Operations
Directorate: Operations Central
- SALARY CENTRE REQUIREMENTS** : R255 450 per annum (Level 06)
: Potchefstroom (Schoon Spruit Government Water Scheme)
: A Senior / Grade 12 certificate. Appropriate experience within the field of water distribution for the period of at least one (1) to (3) three years as a Water Control Aid will serve as an added advantage. The disclosure of valid unexpired driver's license. Mathematical literacy as a passed subject will serve as an added advantage. Experience in internal water control courses will serve as an added advantage. Knowledge in controlling and managing the water distribution for Government Waterworks. Understanding policy implementation, monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety Act. Disciplinary knowledge in public administration. Knowledge in flood control. Understanding of government legislations, policies and procedures.
- DUTIES** : Control and monitor the release and distribution of water. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply Health and Safety regulations within the Water control division. Assist with evaluation of work performance of subordinates. Conduct routine dam safety inspections and dam management in line with dam safety regulations. Conduct routine mechanical maintenance. Conduct administration functions within the section.
- ENQUIRIES APPLICATIONS** : Mr TM Rantekane at (082) 784 6229
: Potchefstroom Please forward your application quoting the relevant reference number to: The Area Manager: Department of Water and Sanitation, Private Bag X936, Potchefstroom, 2520 or hand deliver at 126 Chris Hani Street Potchefstroom, Department of Water and Sanitation.
- FOR ATTENTION** : Ms. M Maduna
- POST 17/43** : **ADMINISTRATION CLERK (HR) REF NO: 030624/19**
Branch: Infrastructure Management Central Operations
Directorate: Operations Central
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Potchefstroom
: A Senior / Grade 12 certificate plus. A National Diploma in Human Resources Management. One (1) to two (2) year's experience will serve as an added advantage. The disclosure of a valid unexpired driver's licence. Knowledge of the PERSAL and Computer literacy in Ms packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills. Ability to work well in a team and under pressure. Willingness to travel outside working hours.
- DUTIES** : Render HR Administrative function. Administer Recruitment and Selection, HR Transactions, performance management and development system, Information management (Establishment), IOD, Incapacity Pension Administration, Typing and drafting of letters, memorandum and submissions.

Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.

ENQUIRIES APPLICATIONS : Thomo K Tel No: (017) 846 6002

FOR ATTENTION : Potchefstroom: Please forward your application quoting the relevant reference number to: The Area Manager: Department of Water and Sanitation, Private Bag X936, Potchefstroom, 2520 or hand deliver at 126 Chris Hani Street Potchefstroom, Department of Water and Sanitation.
Ms. M Maduna

POST 17/44 : **ADMINISTRATION CLERK (HR) REF NO: 030624/20**
Branch: Infrastructure Management Central Operations
Directorate: Operations Central

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
Jericho Dam
A Senior / Grade 12 certificate. A National Diploma in Human Resources Management and One (1) to two (2) year's experience will serve as an added advantage. The disclosure of a valid unexpired driver's licence. Knowledge of the PERSAL and Computer literacy in Ms packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills. Ability to work well in a team and under pressure. Willingness to travel outside working hours.

DUTIES : Render HR Administrative function. Administer Recruitment and Selection, HR Transactions, performance management and development system, Information management (Establishment), IOD, Incapacity Pension Administration, typing and drafting of letters, memorandum and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.

ENQUIRIES APPLICATIONS : Thomo K Tel No: (017) 846 6002

FOR ATTENTION : Jericho Dam: Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X 1004, Amsterdam 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.
Thomo K Tel No: (017) 846 6002

POST 17/45 : **ADMINISTRATION CLERK REF NO: 030624/21**
Branch: Infrastructure Management Central Operations
Directorate: Operations Central

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
Pretoria
A Senior / Grade 12 certificate. One (1) to three (3) years administration experience preferably in a technical environment will be an added advantage. Knowledge of PFMA, Treasury Regulations, and relevant public service administration. Proof of Computer literacy. Good interpersonal and organizing skills, and communication skills both verbal and written. Strong sense of responsibility and ability to work independently and in a team. The disclosure of a valid unexpired driver's licence.

DUTIES : Arrange, circulate notices of, and take minutes of technical meetings. Assist in the typing up and compiling of required technical reports. Assist in the compiling and tracking of Maintenance Plans - both Opex and Capex funded. Arrange travel and accommodation bookings for technical support personnel. Complete procurement documentation for equipment, furniture and other items for Technical Support personnel. Prepare, update and archive files / documents. To fulfil other tasks related to related to Technical Support Section as and when required.

ENQUIRIES APPLICATIONS : Sayed A Tel No: (012) 741 7307

FOR ATTENTION : Central Operations (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or hand deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001.
Mr KL Manganyi

POST 17/46 : **SUPPLY CHAIN CLERK PRODUCTION REF NO: 030624/22**
Branch: Infrastructure Management Southern Operations
Directorate: Southern Operations

SALARY : R216 417 per annum (Level 05)
CENTRE : Gqeberha (Port Elizabeth)
REQUIREMENTS : A Senior / Grade 12 certificate. Basic knowledge of Supply Chain functions, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of legislation governing the Public Service. Flexible and ability to work in a team. Problem solving and analytical skills. People and diversity management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.

DUTIES : Responsible for rendering demand and acquisition clerical support. Update and maintain contracts register. Capture quotations on the system. Provide secretariat functions. Render logical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register. Receiving delivers from suppliers and capture good receipts on the system.

ENQUIRIES : Ms. N Tyobashe Tel No: (041) 508 9747
APPLICATIONS : Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Mr M Jonkerman

POST 17/47 : **SUPPLY CHAIN CLERK PRODUCTION (SUPPLY CHAIN MANAGEMENT) REF NO: 030624/23**
Branch: Infrastructure Management: Eastern Operations
Directorate: Operations Eastern

SALARY : R216 417 per annum (Level 05)
CENTRE : Midmar Dam
REQUIREMENTS : A Senior / Grade 12 certificate. Basic knowledge of supply chain duties, practices as well as ability to operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of working environment. Good written and verbal communication skills, interpersonal skills, problem solving skills, computer literacy. Accountability and ethical behaviour.

DUTIES : Render asset management clerical support, render demand and acquisition clerical support. Render logistical support services.

ENQUIRIES : Mr N Singh Tel No: (033) 239 1900
APPLICATIONS : Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.

FOR ATTENTION : Mr M Mncwabe

POST 17/48 : **SURVEY ASSISTANT (SURVEY SERVICES) REF NO: 030624/26**
Branch: Infrastructure Management Eastern Operations
Directorate: Operations Eastern

SALARY : R183 279 per annum (Level 04)
CENTRE : Midmar Dam
REQUIREMENTS : A Grade 10 certificate. One (1) to three (3) year's experience in field work. Knowledge in association with safety. Basic knowledge in using hand tools. The disclosure of a valid unexpired driver's license. Computer literacy, Communication skills, Good interpersonal skills, being able to work in a team, Accountability and ethical Conduct, Attention to detail.

DUTIES : Assist with survey site preparations and field surveys, assisting with the loading of equipment, carry out site preparation according to instruction, carry out site preparation according to instruction, carrying of survey equipment, clearing of vegetation. Survey document preparation and maintenance, Delivering of documents, collection of required documents, completion of necessary request forms. Assisting with use of boat for survey work, assisting with the loading of boats, cleaning of boats on return, assisting with launching of boats, assist with

survey on board the boats. Survey equipment maintenance and storage, cleaning of survey equipment and stores, reporting of any defects to supervisor, visual inspection of survey equipment, minor repairs of survey equipment.

ENQUIRIES : Mr D Van Rensburg Tel No: (033) 239 1900
APPLICATIONS : Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.
FOR ATTENTION : Mr M Mncwabe

POST 17/49 : **GENERAL FOREMAN REF NO: 030624/27**
Branch: Infrastructure Management Eastern Operations
Directorate: Operations Eastern

SALARY : R183 279 per annum (Level 04)
CENTRE : Midmar Dam
REQUIREMENTS : A Grade 8 qualification. One (1) to two (2) years' work experience. Basic Knowledge in controlling and managing bulk water supply maintenance on equipment. Knowledge in policy implementation. Knowledge in routine inspection of equipment. Basic Understanding of Government legislation, and Public Administration. Knowledge of Occupational Health and Safety. Basic Knowledge in supporting water utilisation and water resource strategy. Good written and verbal communication skills, interpersonal skills.

DUTIES : Maintenance of mechanical bulk water infrastructure and construction equipment. Conduct general routine inspection. Perform routine maintenance tasks for bulk water supply.

ENQUIRIES : Mr SB Mathonsi Tel No: (033) 239 1900
APPLICATIONS : Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.
FOR ATTENTION : Mr M Mncwabe

POST 17/50 : **HANDYMAN REF NO: 030624/28**
Branch: Provincial Operations: Eastern Cape
Directorate: Water Resources Support

SALARY : R155 148 per annum (Level 03)
CENTRE : Mthatha
REQUIREMENTS : ABET Level 4. Zero (0) to Six (6) months experience required. Basic knowledge in controlling and managing general work and equipment. Basic knowledge in maintaining building structures. Basic knowledge in policy implementation. Basic knowledge in routine inspection of equipment. Basic disciplinary knowledge in Occupational Health and Safety (OHS). Basic disciplinary knowledge in Public Administration. Basic knowledge in supporting water utilisation and water resource strategy. Basic understanding of Government legislation. Good communication skills.

DUTIES : Maintenance of office buildings. Conduct regular building inspection. Attend to minor electrical, plumbing and carpentry problems. Ensure that working areas are cleaned accordingly. Clean equipment including motor vehicles and machinery. Clean lawn and prune trees where necessary. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Report defects. Safekeeping of maintenance tools and supplies. Equipment properly repaired and maintained. Ensure furniture are repaired.

ENQUIRIES : Mr JJ Botha at (060) 980 7486
APPLICATIONS : Eastern Cape (King William's Town): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600.

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