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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

**PROVINCIAL ADMINISTRATION: NORTH-WEST
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or e-mail your application to the applicable e-mail as indicated on each post. Please quote the reference as the subject on e-mail.
- CLOSING DATE** : 01 July 2024
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with disabilities, Youth, African Males, followed by African Females, White Males and White Females in the recruitment for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit only Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. Incomplete Z83 and Late applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful.

OTHER POSTS

- POST 17/77** : **DEPUTY DIRECTOR: OPERATIONS AND BACKUP REF NO: NWP/OOP/2024/02**
Job Purpose: To manage and administer storage backup environment in the NWPG.
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive package)
: Mmabatho
: Three-year National Diploma/ degree in Information Technology and/ or equivalent (NQF Level and Credits). 6-7 years relevant Information Technology operations experience of which 3 years must be at Assistant Director Level. Knowledge, Skills and Competencies: Current IBM mainframe systems in use by NWPG, IT infrastructure. Computer literacy skills in Excel, Word, PowerPoint, reporting skills, Leadership, Organizing, Conflict management, Time management, Adaptability, Communication, Planning and organizing, Facilitation, Conflict resolution and Problem solving.
- DUTIES** : The management of mainframe operations and storage facilities. Facilitate the provision of salary reports and document distribution. The monitoring and performance evaluation of mainframe environment. The monitoring and evaluation of disaster recovery plan. The provision of backups and restores. Contract management of Back storage environment.

ENQUIRIES APPLICATIONS : Mr. A Matshidiso Tel No: (018) 388 4145
 : E-Mail: ooprecruitment1@nwpg.gov.za

POST 17/78 : **ASSISTANT DIRECTOR: SOCIAL COHESION REF NO: NWP/OOP/2024/03**
 Purpose: To Facilitate and implement Social Cohesion and Moral Regeneration Programmes across the Province

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
 : Mmabatho
 : Three-year appropriate tertiary qualification at NQF level 6 and equivalent qualification (NQF and credits). 3-5 years' experience applicable to the relevant discipline of which 2 years should be at Supervisory level. Knowledge, Skills and Competencies: Public service regulations, procedure and methods study; Communication and events management; Project management; Leadership and presentation. Computer literacy skills in Excel, Word, PowerPoint; Reporting skills; ability to interpret and apply policy; analytical skills; problem solving and conflict resolution.

DUTIES : Promotion of progressive ethical values and conflict resolution. Promotion of community values across all diverse cultures. Mobilization of communities and structures towards Social Cohesion and Moral Regeneration. Promotion and combating of racism, xenophobia and related Intolerance. Monitoring and evaluation on the implementation of Social Cohesion and Moral Regeneration Strategy of the Province. Manage staff performance and assets allocated, Manage submission of monthly and quarterly reports. Implement adhoc responsibilities as and when instructed by the Premier for the province.

ENQUIRIES APPLICATIONS : Ms. M. Matlhaku Tel No: (018) 388 3855
 : E-Mail: ooprecruitment2@nwpg.gov.za

POST 17/79 : **PERSONAL ASSISTANT: DDG SUPPORT REF NO: NWP/OOP/2024/04**
 Job Purpose: To render a secretariat support service to the Deputy Director General.

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
 : Mmabatho
 : Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Good Communication (verbal and written) skills, excellent customer relations skills, good telephone etiquette, computer skills, problem solving skills, report writing skills and interpersonal skills. Must have the ability to take initiatives and work independently, under pressure and long hours. Knowledge of financial administration and Project Management.

DUTIES : Provides secretarial and receptionist support services in the Office of the Deputy Director General (DDG). Manage the DDG's schedule of appointments and meetings. Render general administrative support services. Provides support to the DDG regarding meetings. Manage DDG's office budget. Manage the DDG's travel arrangements and handle all correspondence. Keep abreast with of legislative prescripts/ policies & procedures applicable to the work terrain. Financial tasks: This can include managing the Office's expenses and keeping track of budgets. Conduct research when required.

ENQUIRIES APPLICATIONS : Ms. KM Mokupi Tel No: (018) 388 1593
 : E-Mail: ooprecruitment3@nwpg.gov.za

POST 17/80 : **IT CALL CENTRE OPERATOR REF NO: NWP/OOP/2024/05**
 Job Purpose: To provide day to day ICT Customer Care / helpdesk services to all users of Northwest Provincial Government departments.

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
 : Mmabatho
 : Three-year appropriate tertiary qualification in IT at minimum NQF level 6. Minimum of 2 years' experience in ICT Environment of which 1 year should be in ICT customer care services. ITIL foundation / A+ / N+ will be added as an advantage. Knowledge, Skills and Competencies: Good Communication (verbal and written), excellent customer relations skills, telephone etiquette Computer skills. Problem solving skills. Interpersonal skills. Ability to take initiatives and work independently. ICT incident management, desktop support, Information systems and Batho Pele Principles.

DUTIES : Render efficient and effective ICT customer care services to all users in Northwest Provincial government. Serve as the first point of contact for customers over the phone, email and walk ins. Log and close all user requests, problems & incidents on the Information Technology Service Management system. Prioritise, categorise and allocate incidents according to the identified impact and urgency to the business. Provide the users with the reference number. Allocate calls to the relevant 2nd and 3rd line support group. Update user details on the system. Provide 1st line assistance /resolution over the telephone or remotely. Maintain service standards according to established policies, procedures, and best practices to ensure high levels of customer satisfaction. Escalate problems/incidents in the system to other support areas and track activities related to the incident. Follow up with users on requests with incomplete details. Follow up with technical support teams on non-attended incidents and actions taken on incidents. Provide feedback to users on the status of their logged incidents. Update call logging system regularly to ensure accurate recordkeeping. Contact users to confirm service delivery/customer satisfaction. Perform any other related tasks as requested by supervisor. Prepare monthly report.

ENQUIRIES APPLICATIONS : Mr G.P Kotu Tel No: (018) 388 1013
: E-Mail: ooprecruitment4@nwpg.gov.za

POST 17/81 : **ADMINISTRATION CLERK: PROVINCIAL MONITORING & EVALUATION SYSTEM REF NO: NWP/OOP/2024/06**
Job Purpose: To Render Administrative Support to the directorate M&E Systems & Data Management.

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Mmabatho
: 1-2 years National Higher Certificate in a relevant discipline at NQF level 5 and / equivalent qualification (NQF level and credits.). 0-2 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies. Knowledge of computer. Good grooming and presentation. Self - management and motivation. Knowledge on the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration. Computer knowledge, Office Management, Procurement Office Administrator. Good telephone etiquette. Sound organisational Skills. Good people skills. Basic written communication skills. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.

DUTIES : Provide general clerical support services. Provides supply chain clerical support services within the component. Provide personnel administration support clerical support services within the Component. Provide financial administration support services in the component. Provide support to the Geospatial Information System Implementation.

ENQUIRIES APPLICATIONS : Ms. N.G Molema Tel No: (018) 388 5232
: E-Mail: ooprecruitment5@nwpg.gov.za