



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](http://www.thensg.gov.za).

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005, Kimberley, 8300 or Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building Kimberley or emailed to applications@nccoghsta.onmicrosoft.com
- FOR ATTENTION** : Human Resource Registry
- CLOSING DATE** : 31 May 2024
- NOTE** : The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed Applicants are not required to submit copies of qualifications and other relevant documents on application. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on the Z83 form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. IMPORTANT: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in the Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021. Shortlisted candidates must be available at the date and time determined by the panel, or risk disqualification.

**OTHER POSTS**

- POST 17/74** : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A - B REF NO: HS (HSP&P) 06/05/2024**  
Directorate: Human Settlements Programmes and Projects
- SALARY** : R1 200 426 – R2 264 130 per annum, (The salary will be determined in accordance with the OSD requirements)
- CENTRE** : Provincial Office: Kimberley (Larry Moleko Louw Building)
- REQUIREMENTS** : A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment, with a minimum of 6 years post qualifications professional experience is required, Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) or Engineering Council of South Africa (ECSA) is compulsory. A valid driver's license and the ability/willingness to travel are essential. Extensive understanding of the NEC, JBCC and GCC form of contract. Knowledge of programme and project management, Project design and analysis, legal and operational compliance as well as the creation of a high-performance culture. Applicable legislation and prescripts in the Project Management field, Civil and Construction industries. Skills: Communication skills, Problem-solving and

**DUTIES**

analysis skills, Decision making and conflict management skills, Research and development, Strategic capability and leadership, Financial management and computer skills, Negotiation skills.

: Technical specification and evaluation of professional service providers' and contractors' bids in terms of project specification, scope of works, general condition of contract, bill of quantities, EPWP requirements and Occupational Health and Safety Act. Ensure that construction projects are implemented in line with the NHBRC requirements and standards, Manage construction projects on his/her own, ranging from large-scale capital projects, to maintenance projects and service contracts, Ensure that the needs of clients are well interpreted into manageable scopes of work, Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans, Coordinate all internal resources required to ensure the bidding process for appointment of contractors, Conduct technical inspections and integrity surveys on various construction assets, Ensure that appointed consultants manage the quality of work within their professional scope and responsibility, Ensure that contractors timeously receive all relevant specifications and details to construct, Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department, Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously, Prepare and submit project information to be filed to the Head of Directorate Secure all required funding for the projects through internal set processes, Ensure that project information is filed appropriately for easy access during audit, Cultivate a culture of good working relationships with fellow colleagues within the Department, Adhere to conditions of Occupational Health and Safety, Conduct research on new best practices of materials, techniques and methods, Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients, Provide expert advice to the Department. Monitor the performance of Project Managers under his/her supervision, Mentor, develop and offer technical support to improve performance.

**ENQUIRIES**

: Ms. F. Fredericks Tel No: (053) 830 9529

**POST 17/75**

: **CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A – C**  
**REF NO: HS 07/05/2024**  
Directorate: Human Settlements Programmes and Projects

**SALARY**

: R833 499 - R1 254 282 per annum, (The salary will be determined in accordance with the OSD requirements).

**CENTRE**

: Provincial Office: Kimberley (Larry Moleko Louw Building).

**REQUIREMENTS**

: A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment with minimum of 3 years post qualifications professional experience, professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) or Engineering Council of South Africa (ECSA) is compulsory. A valid driver's licence is a prerequisite. Skills: Knowledge and understanding of the following Acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Knowledge and understanding of the NEC, JBCC and GCC form of contract. Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills, Computer literacy.

**DUTIES**

: Contribute to project initiation, scope definition and scope change control for envisaged projects, Provide inputs to other professionals with tender administration, Full project management function, cost, quality and time control, Manage project cost estimates and control changes in line with allocated budgets, Plan and attend project meetings during the project phases, Assist with the compilation of project documentation to support project processes, Implement project administration processes according to Government requirements, Ensure implementation of procurement activities and adherence thereof to Government policies, Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules, Support the project environment and activities to ensure that project objectives are delivered timeously, Manage and engage in multidisciplinary construction teams regarding the construction/maintenance of facilities, Ensure that construction projects are

implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework. Conduct technical inspections and integrity surveys on various construction assets. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager.

**ENQUIRIES** : Ms. F. Fredericks Tel No: (053) 830 9529

**POST 17/76** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: CM (RM) 08/05/2024**  
Sub-Directorate: Risk Management  
(3 Year Contract)

**SALARY** : Prescribed Rates by the National Treasury for remuneration of Members of Commissions & Committees of enquiry and audit.

**CENTRE** : Provincial Office: Kimberley (Larry Moleko Louw Building)

**REQUIREMENTS** : A postgraduate qualification in Risk Management/Auditing/Accounting/ MBA or MBL. A professional qualification and affiliation to a professional recognised body such CA/CIA/RGA/Certified risk management practitioner will be an added advantage, with at least five (5) years management experience in governance, risk management and internal controls environment. The candidate should demonstrate Prior Experience in serving on oversight committees (E. g Audit Committees, Risk Management Committees, etc.). Skills: Excellent knowledge of the Risk Management and Corporate Governance, Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework, Integrity Management Framework and legislation applicable to the Finance sector. Prior Experience in serving on oversight committees (eg Audit Committees, Risk Management Committees, etc.) Analytic reasoning abilities and good communication skills, Interpersonal relations, Tolerance, Productivity, Research methodology skills, Plan and Organise, Project management skills, Report writing, Understanding of PFMA and its Regulations, National Treasury practice notes relevant to the Provincial Departments and Public Entities, Knowledge and understanding of the roles of Internal and External Auditors, Understanding Public Service Regulation framework. A person who has Government interest in delivering a better service to its citizens.

**DUTIES** : The candidate will chair the Risk and Ethics Management Committee meetings and provide an oversight role in the following: Review and monitor the implementation of fraud, risk and ethics management framework, policy, strategy and committee charter within the Department. Assisting in the review of the risk and ethics management action plans and ensuring compliance with such plans. Integrating fraud, risk and ethics management into planning, monitoring and reporting processes. Provide advice / guidance on setting and reviewing of risk appetite and tolerance levels of the Department. Ensure compliance with statutory requirements for fraud, risk and ethics management. Providing reports to the Accounting Officer, Audit Committee and other oversight committees on a quarterly basis or as the need arises. Recommend best practice to improve risk and ethics management within the Department.

**ENQUIRIES** : Ms M Lekwene Tel No: (053) 807 9711