



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 28 OF 2023
DATE ISSUED 11 AUGUST 2023

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER: Kindly note that all the positions below SMS level advertised in the DPSA circular 27 dated 04 August 2023 with the closing date of 21 August 2023. The Office of the Premier as an equal opportunity employer is committed to promote gender equality and empowerment of women, employment of persons with disabilities and youth. In terms of the Employment Equity Plan of the Office, preference will be given to women, persons with disabilities and youth for filling the following posts. The new closing date 25 August 2023.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 28/118** : **ADMINISTRATION OFFICER (ASSET CONTROLLER) REF NO: EMS/ASSETL7/2023**
 Directorate: Directorate: Emergency Medical Services
 Re-advertisement, (applicants who applied previously are advised to apply)
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
 : Midrand Head Office
 : Grade 12 or equivalent qualification. 3 – 5 years' experience in the Asset management sphere. Undergraduate Degree/ National Diploma in Asset Management field will be an added advantage. Computer skills, Excel, Word, knowledge of BAS, SAP, Knowledge of PFMA, Treasury Regulations. Knowledge of procurement processes. Knowledge of SCM Policies PFMA, PPPFA, and Treasury Regulations. Knowledge of Batho Pele Principles. Knowledge of Labour Relations Processes. Conflict Management Skills. Ability to work under pressure. Excellent interpersonal and organisational skills. Good written and verbal communication skills. Ability to liaise with internal and external stake holders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multi-disciplinary nature. Valid driver's licence.
- DUTIES** : Overall management of assets in the institution. Ensure that all assets of the institution are barcoded and captured correctly. Ensure that reconciliation is done on monthly bases. Control the movement of assets. Ensure that Asset register is always updated. Compile and submit monthly reports. ensure that asset verification is conducted. Ensure that all assets are barcoded. Ensure that proper controls of assets with regards to transfer and donations of the institution. Provide supervision to subordinates. Sign performance contract on annual bases. Perform other duties assign by the supervisor. be willing to undergo continues training and development programmes. Attending meetings and training as approved by supervisor. Comply with the performance and development system and contracting, reviews and final assessment of the subordinates.
- ENQUIRIES APPLICATIONS** : Ms N.A Nkuna Tel No: (011) 564 2003
 : Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 25 August 2023
- POST 28/119** : **FLEET ADMINISTRATION CLERK REF NO: EMS/FLT/L5/2023 (X4 POSTS)**
 Re-advertisement, (applicants who applied previously are advised to Apply)
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05), (plus benefits)
 : Gauteng Emergency Medical Services (Gauteng EMS Various Districts)
 : The incumbent must have a diploma /certificate in fleet management is an added advantage with knowledge of fleet management experience/ Grade 12 with extensive experience in fleet management. A valid and 5 years driver's license Code C1 and above. Knowledge of the principles and practices of fleet management. Must have done a course in computer Literate in, Good interpersonal and communication skills (verbal and written).

- DUTIES** : Maintenance of EMS fleet. Exercise control over the maintenance and expenditure involved in the use of EMS vehicles. Assist in compiling and maintaining the vehicle asset register. Ensure optimal utilization of vehicles. Conduct regular inspection. Ensure that all vehicles are kept in a good roadworthy condition and that they are serviced timeously and regularly. Manage accident, trip authorizations, reconcile reports etc. Co-ordinate monthly transport expenditure and compile monthly reports. Perform any other duties as delegated by the supervisor the successful candidate will be responsible for providing Management of administrative support duties i.e. writing of representation on traffic infringements, vehicles Licensing renewal, bookings of vehicle repairs E-tolls, issuing of vehicle the ability to work under pressure and meet deadlines. Compilation of Monthly reports as required, and any other duties assigned.
- ENQUIRIES APPLICATIONS** : Ms. TF Chepape Tel No: (011) 564 2015
: Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 25 August 2023

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

- APPLICATIONS** : The interests of the Department will be best served:
Central corridor address: 115 Main Street, Mathomo Mall. Johannesburg
East Corridor: Applications to be submitted at Faranani Multi-Purpose, Modjadji Street, Tsakane.
Head of Office (Johannesburg): 35 Surrey House, Cnr Rissik & Fox Street, Johannesburg.
North Corridor: 111 Swaan Street, East Lynne, Pretoria.
West Corridor: 15048 Conner Utlhanong & Kagiso Drive (Provincial Archives)
- FOR ATTENTION** : HR: Recruitment and Selection
CLOSING DATE : 25 August 2023. Application drop-off time: From 07:30 till 16: 00 Monday to Friday.
- NOTE** : Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so.

OTHER POSTS

- POST 28/220** : **DEPUTY DIRECTOR: LIBRARY REF NO: REFS/SACR/200**
Directorate: Provincial Archives, Library and Information Services
- SALARY** : R811 560 per annum, (all-inclusive package)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : The successful candidate should have a Grade 12 certificate, plus National Diploma/Degree in Library and Information Science or equivalent qualifications. Minimum: 3 -5 years' experience in the relevant field of which 3 years should be in a position of Assistant Director. A valid driver's license is required. Skills: Good interpersonal relations, problem solving, creative

thinking, computer literacy (Microsoft office and internet), numeracy, language proficiency, communication (Verbal and non-Verbal), analytical thinking, project management, conflict management and planning and organising. Knowledge: Library and information science matters, prescripts and legislations, procedures and processes, knowledge of Public Finance Management Act, Public Service Act and Regulations, knowledge of other applicable legislations governing Public Service practices, departmental strategy, Public Service policy and strategy on library and archive matters, promotion of access to information Act 2 of 2000(PAIA) and division of revenue Act 2023 is imperative. Division of Revenue Act 2023.

DUTIES : Provide strategic leadership to the Provincial Library Services and municipality library services relating to the recapitalization of community library project (Conditional Grant). Manage and monitor financial support to community libraries. Monitor the legal and operational framework for community libraries. Consolidate quarterly reports of transferred funds for Conditional Grant and Equitable Share from municipalities. Organise and administer IGR meetings with municipalities. Perform administrative and supervisory functions.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606
Mr. Ouwen Gaveni at (071) 855 8934/ Mr. Nkhumeleni Magadze at (066) 131 9370/ Ms. Vivien Khanye at (060) 978 6924/ Mr. Bongani Mkhwebane at (066) 131 9300/ Ms. Nthabiseng Mantse at (066) 038 2850

POST 28/221 : **ASSISTANT DIRECTOR: LIBRARY SERVICES REF NO: REFS/SACR/201**
Directorate: Provincial Archives, Library and Information Services

SALARY CENTRE REQUIREMENTS : R424 104 per annum, (plus benefits)
: Johannesburg (Head Office)
: The successful candidate should have a Grade 12 certificate, National Diploma/Degree in Library and information science or equivalent qualifications, A valid Drivers License plus A Minimum of 3 -5 Years' experience in the relevant field of which 3 years must be at a supervisory level. Skills: Good interpersonal relations. Problem solving. Creative thinking. Computer literacy (Microsoft office and internet). Numeracy. Language proficiency. Communication (Verbal and non-Verbal). Analytical thinking. Project management. Conflict management. Planning and Organising. Knowledge: Library and information science matters. Prescripts and legislations. Procedures and processes. Public Finance Management Act. Public Service Act and Regulations. Other applicable legislations governing Public Service practices. Departmental strategy. Public Service policy and strategy on library and archive matters. Promotion of access to information Act 2 of 2000(PAIA). Division of Revenue Act (DoRA) 2023.

DUTIES : Assist in managing the recapitalization of community libraries (Conditional Grant). Assist in facilitating the allocation of Conditional Grant and Equitable Share to Municipalities. Assist in managing and monitoring financial support to community libraries. Assist in monitoring the legal and operational framework for community libraries. Assist in consolidating quarterly reports of transferred funds for Conditional Grant and Equitable Share from municipalities. Assist in organising and administering IGR meetings with municipalities. Perform administrative and supervisory functions. Reporting to the Governance structures, Ensure submission of POE on all action plans implemented.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
Mr. Ouwen Gaveni at (071) 855 8934/ Mr. Nkhumeleni Magadze at (066) 131 9370/ Ms. Vivien Khanye at (060) 978 6924/ Mr. Bongani Mkhwebane at (066) 131 9300/ Ms. Nthabiseng Mantse at (066) 038 2850

POST 28/222 : **LIBRARIAN REF NO: REFS/SACR/202**
Directorate: Provincial Archives, Library and Information Services

SALARY CENTRE REQUIREMENTS : R294 321 per annum, (plus benefits)
: Johannesburg (Head Office)
: The successful candidate should have a Grade 12 certificate, plus National Diploma/Degree in Library Science/ Information Science or equivalent qualifications. Minimum: 1- 2 years' relevant experience. Skills: Organizing own work, problem solving, customer care, good interpersonal relations, creative thinking, computer literacy, numeracy, ability to work under pressure, language proficiency, communication and analytical thinking. Knowledge: Library and

information science matters, prescripts and legislations, procedures and processes is imperative.

DUTIES

: Assist in conducting monitoring visits to community libraries. Assist with electronic subscriptions for municipalities. Assist in the submission of SLA's and information packs for transfers: Memorandums, Funds Certificates, Payment Mandates, Transfer Schedule, Bank Confirmation Details and Provincial Gazette. Assist in preparing and sending payment confirmations to municipalities. Monitor the municipalities acknowledge receipt of payment in writing. Arrange integration of all community library systems. Arrange the implementation of the information system in Community libraries. Oversee information system, ICT and maintenance contracts for community libraries. Capture newly acquired community library material on the system. Assist in organising and administering IGR meetings with municipalities. Assist with drafting conditional grant monthly and quarterly reports.

ENQUIRIES

: Mr. Ouwen Gaveni Tel No: (011) 355 2861/ Ms. Vivien Khanye Tel No: (011) 355 2606 / Mr. Nkhumeleni Magadze Tel No: (011) 355 2720
Mr. Ouwen Gaveni at (071) 855 8934/ Mr. Nkhumeleni Magadze at (066) 131 9370/ Ms. Vivien Khanye at (060) 978 6924/ Mr. Bongani Mkhwebane at (066) 131 9300/ Ms. Nthabiseng Mantse at (066) 038 2850