



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: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

The Northern Cape Provincial Administration 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). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 25 August 2023
- NOTE** : Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Please note that the following post is a re-advertisement, candidates who previously applied are encouraged to re-apply.

OTHER POSTS

- POST 28/287** : **DEPUTY DIRECTOR: BUDGET ANALYST & PUBLIC FINANCE REF NO: NCPT/2023/17 (X3 POSTS)**
- SALARY** : R811 560 – R952 485 per annum (Level 11)
- CENTRE** : Kimberley
- REQUIREMENTS** : NQF 6/7 tertiary qualification in Financial Management/ Financial Accounting/ Management Accounting/ Economics or related fields. 3 years' junior management experience in the financial management environment. Skills & Knowledge: Knowledge and understanding of the public sector budget and project cycles, Provincial Budget Process, Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Performance budgeting and Public Sector Budgeting. Microsoft Office Suite (Excel, Word and PowerPoint). PERSAL, BAS, SAP, Vulindlela, Spreadsheet Modelling, Knowledge of Forecasting techniques and Data mining techniques. Knowledge and understanding of relevant legislation, regulations and policies in the budgeting environment. Planning and Organising, Problem solving and analysis, decision making, customer service orientation skills and report writing skills.

DUTIES

: Manage the provincial strategic budget planning process: Provide advice, guidance and training on the budget process, budget reforms and budget formats to all departments, Provide technical assistance to clients departments in formulating budget proposal, Develop and consolidate a credible main MTEF and adjustment budget for the province. Develop and consolidate a credible main MTEF and adjustment budget for the department: Review and assess budget proposal (data base and Estimates of Provincial Revenue and Expenditure) for accuracy, compliance and provide advice to allocated departments, Support departments on: Medium Term Expenditure Committee deliberations, Benchmarking, Compile appropriation bills, evaluate requests for Virements, roll-over, adjustment budget and make recommendations. Coordinate the management of provincial expenditure management services: Manage the reporting to National Treasury and other stakeholders on expenditure. Ensure accurate reporting on financial information within the provincial department as required by the Division of Revenue Act. Monitor and assess that all expenditure is in line with provincial budget allocations and priorities. Analyse, review and report on expenditure trends. Analyse personnel trends of allocated departments relative to MTEF estimates. Analyse and review sectoral priorities against database and estimates of Provincial Revenue expenditure, Report findings to allocated departments. Provide provincial analysis in terms of expenditure, revenue and conditional grants: Evaluate business plan of all conditional grants for compliance with the framework. Analyse and prepare monthly report on budget and expenditure variance and in-year monitoring reports. Provide guidance on the implementation of the PFMA, Treasury regulations and the Division of Revenue Act. Provide advice to client department on issues of budget implementation and monitoring.

ENQUIRIES

: Ms. D. Nel Tel No: (053) 830 8232

POST 28/288

: **DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS REF NO: NCPT/2023/18 (X1 POST)**

Re-advertisement, candidates who previously applied are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R811 560 – R952 485 per annum (Level 11), (TCE package)
: Kimberley
: NQF 6/7 tertiary qualification Finance/Economic or related fields. 3 years' junior management experience in the Finance/Economics, and/or related field. A valid driver's license Skills & Knowledge: Knowledge and understanding of the Provincial Budget Process, Public Finance Management Act (PFMA), Division of Revenue Act (DORA), performance budgeting, Public Sector Budgeting, Fiscal Framework.

DUTIES

: Develop, implement, monitor and review revenue enhancement strategy through inter-alia: Assess and recommend on revenue proposals from the departments. Contribute to discussions regarding an equitable division of revenue. Coordinate and monitor the medium terms revenue planning process. Promote and enforce transparent and effective revenue management, through inter-alia: Develop effective tools and techniques to maximize the collection of revenue owed to the province. Promote efficient and effective development of own revenue generating capacity. Coordinate revenue forums, report on revenue performance and assess revenue trends. Conduct site visits on various revenue collecting institutions. Provide advice and support departments to develop debt management policy and other policies relating to revenue and revenue management: Provide and consolidate guidelines on best revenue practices. Review the departmental policies/procedures related to revenue inclusive of debt management. Coordinate the determination of own revenue estimates, in-year revenue adjustments for the MTEF: Analysis revenue budget proposals from departments. Consolidate own revenue analysis on proposals and provide recommendations. Provide advice on exploitation of all revenue sources and revenue tariffs: Conduct research and analysis on all revenue related matters. Assess and recommend on the review of tariffs from departments. Provide inputs Sustainable Fiscal Policy Framework: Provide revenue inputs into MTBPS / Budget Processes. Coordinate inputs into FFC recommendations. Manage the component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management

		functions. Perform financial management functions. Perform asset management functions.
<u>ENQUIRIES</u>	:	Ms. D Nel Tel No: (053) 830 8232
<u>POST 28/289</u>	:	<u>PROVINCIAL AUDIT COMMITTEE MEMBER REF NO: NCPT/2023/74</u> (Term: 3-year contract)
<u>SALARY CENTRE</u>	:	Derived from National Treasury and SAICA Tariffs
	:	Kimberley:
		We are looking for Audit Committee Members in the following Cluster Audit Committees.
		Cluster 1 providing oversight over:
		Department of Education
		Provincial Treasury
		Department of Economic Development and Tourism
		Northern Cape Liquor Board
		Northern Cape Gambling Board
		Northern Cape Tourism Authority
		Northern Cape Economic Development Trade and Investment Promotion Agency.
		Cluster 2 providing oversight over:
		Department of Health
		Department of Social Development
		Office of the Premier.
		Cluster 3 providing oversight over: Department of Agriculture, Environmental Affairs, Rural Development and Land Reform, Department of Cooperative Governance, Human Settlement and Traditional Affairs, Department of Sport, Arts and Culture, McGregor Museum, Kalahari Kid Corporation.
		Cluster 4 providing oversight over: Department of Roads and Public Works, Department of Transport, Safety and Liaison, Northern Cape Fleet Management Trading Entity. Please bear in mind that some of the listed public entities might de-list / amalgamate in the next few years
<u>REQUIREMENTS</u>	:	Degree / NQF level 7 in Human Resource Management / Legal / Accounting / Finance / IT / Auditing / Risk / Internal Control or any other related field. At least five years' executive management experience gained from the Human Resources / Legal / Accounting / Finance / IT / Auditing / Risk / Internal Control environment In addition to the above, candidates should demonstrate experience in participating in governance structures, ability to dedicate time to the activities of Audit Committees Preference will be given to applicants with experience in serving on Audit Committees of Government Departments. Skills & Knowledge: 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, Modified Cash Standards, GRAP and 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.
<u>DUTIES</u>	:	The Audit Committee is an advisory committee that assist the departments and listed public entities in fulfilling its oversight responsibilities with regard to internal controls, risk management and governance Assist the Accounting Officer in the effective execution of her/his responsibilities Regulates and discharge all its responsibilities as contained in the Audit Committee Charter which, outlines the appropriate formal terms of reference The Audit Committee will meet five times per year, 2 physical meetings and 3 virtual meetings.
<u>ENQUIRIES</u>	:	Ms. A Naidoo at (063) 691 9929
DEPARTMENT SPORT ARTS AND CULTURE		
<u>APPLICATIONS</u>	:	For the posts of Head Office please deliver at: The Head of Department C/o Ms. N. Slekue Department of Sport, Arts and Culture Mervin. J. Erlank Sports Complex 10 Recreation Road Florianville Kimberley, 8301.
<u>CLOSING DATE</u>	:	25 August 2023
<u>NOTE</u>	:	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). As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 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 Department of Sport, Arts & Culture 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 28/290 : **DEPUTY DIRECTOR: SECURITY & FACILITIES MANAGEMENT REF NO: DSAC/2023/01**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive package)
Kimberley
A 3-year Bachelor's Degree or National Diploma in Security Management Minimum of five (5) years' relevant experience of which three (3) years' should be at an Assistant Director level A valid Driver's license. Competencies: Change management skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Communication (written and verbal). Analytical thinking. Good computer literacy skills in Microsoft Office suite (Word, Excel and Power-Point). Ability to work under pressure and deliver to tight deadlines. Ability to work flexible hours. Knowledge of MISS documents. Knowledge on how to manage Government Fleet.

DUTIES : Ensure the enforcement of physical security and access control Ensure proper safeguarding of departmental assets Ensure proper management of information security in the department Liaise regularly with law enforcement agencies and other stakeholders. Ensure compliance with relevant security measures and monitor the implementation thereof Provide work environment services. The provision and management of departmental fleet. Manage both human and financial resources of the Sub-Directorates.

ENQUIRIES : Mr. B.B. Jacobs Tel No: 0714124478

POST 28/291 : **DEPUTY DIRECTOR: PROVINCIAL ARCHIVIST REF NO: DSAC/2023/02**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive package)
Kimberley
A 3-year Bachelor's Degree or National Diploma in Archival Studies, Research Methodology or Political Science. Minimum of five (5) years' relevant experience of which three (3) years' should be at an Assistant Director level. A valid Driver's license. Competencies: Project management and research skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Knowledge of the Archives Act and other relevant pieces of legislation. Knowledge of the government planning and reporting processes. Good computer literacy skills in Microsoft Office suite (Word, Excel and Power-Point). Ability to work under pressure and

deliver to tight deadlines. Knowledge of HR policies and procedures Leadership and people management skills. Knowledge of financial and procurement processes.

DUTIES

: Manage the human and financial resources and administration of the Archives Repository Ensure and monitor compliance of the Northern Cape Archives Act no 7 of 2013 in terms of proper records management services. Ensure and monitor the management of archival collections. Monitor and evaluate the implementation of the annual performance plan Inform and advise management on matters regarding the Archives Unit. The incumbent of the post will have regular contact with the following people in the execution of his/her duties, namely: Provincial Government Departments, District and Local Municipalities, Ministries and NGO's.

ENQUIRIES

: Mr. P. Modise at (082) 871 4686