

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 01 OF 2024

DATE ISSUED 12 JANUARY 2024

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains 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 SPORT, ARTS AND CULTURE

<u>APPLICATIONS</u>	:	Direct your application to recruitment@dsac.gov.za . Only emailed applications will be considered. Please quote the reference number/post title in the heading/subject line. There will be no follow-up emails to this address, correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.
<u>CLOSING DATE</u>	:	26 January 2024 at 12h00
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form, obtainable from any Public Service Department website, stating the particular placement area for which you are applying. An application received using the old (Z83) form will not be considered. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed Z83. The Z83 (Sections A, B, C & D are compulsory, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of their qualifications and ID. The Department of Sport, Arts and Culture reserves the right not to make a placement. Due to large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants seeking placements in different areas must complete separate Z83 forms and provide the required documentation mentioned earlier for each application. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below; Applicants should not have engaged in any internship program within the public service. Applicants who participated on the internship programme in the past will be disqualified. All appointments are subject to the verification of educational qualifications, citizenship, reference checks and security vetting. All interns will be subjected to personnel suitability checks (verification of educational qualifications, citizenship, criminal checks and financial standing). It is the intention of the Department to reflect the demographics of the population of South Africa with these appointments and therefore qualifying candidates from all population groups and genders are welcome and encouraged to apply. Qualifying people with disabilities are encouraged to apply. All positions are based in Pretoria. The Department will not provide transport and/or accommodation to any candidate, whether, travelling from or outside Gauteng.

OTHER POSTS

INTERNSHIPS PROGRAMME 2024/2026 (24 MONTHS)

<u>POST 01/01</u>	:	<u>INTERN AT NATIONAL ARCHIVES AND FILM ARCHIVES REF NO: 01/2024 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Archival Studies, Museum, Heritage, History, Library Information, Media Studies, IT, Sound, Film & Television, Book & Paper Conservation, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/02</u>	:	<u>INTERN AT HERITAGE PROMOTION AND PRESERVATION REF NO: 02/2024 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Museums and Heritage Studies, History, Anthropology, Archaeology, Indigenous

		Knowledge System, Fine Arts or Graphic design or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi, Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304-5229
<u>POST 01/03</u>	:	<u>INTERN AT NATIONAL LANGUAGE SERVICES REF NO: 03/2024 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/Grade 12 Certificate together with Three-year Degree/National Diploma (NQF 6) as recognised by SAQA in one of the following fields – Language Planning, Terminology Development, Translation and Editing, Human Language Technology and SA Sign Language Interpreting or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi, Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/04</u>	:	<u>INTERN AT CULTURAL DEVELOPMENT REF NO: 04/2024 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/Grade 12 Certificate together with a three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Dramatic Arts, Fine Arts, Motion Picture and Media Studies, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/05</u>	:	<u>INTERN AT ENTITY, OVERSIGHT, AND INTERFACE REF NO: 05/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate/Grade 12 Certificate together with a three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Public Administration, Corporate Governance, Monitoring, and Evaluation, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/06</u>	:	<u>INTERN AT INTERNATIONAL COOPERATION AND DONOR COORDINATION REF NR: 06/2024 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate/Grade 12 Certificate or equivalent; Three-year Degree/National Diploma (NQF 6) as recognised by SAQA in International Relations, Politics, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/07</u>	:	<u>INTERN AT HUMAN RESOURCE MANAGEMENT REF NO: 07/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate/Grade 12 Certificate together with a three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Human Resource Management, Public Administration/Management, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

<u>POST 01/08</u>	:	<u>INTERN AT SOCIAL COHESION AND NATION BUILDING REF NO: 08/2024 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate/Grade 12 Certificate together with Three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Social Sciences Major in one of the following or Related Fields Sociology, History, Anthropology, Economics, Education, Gender studies and Religious Studies or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/09</u>	:	<u>INTERN AT RISK MANAGEMENT REF NO: 09/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate/Grade 12 Certificate together with a three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Risk Management, Accounting, Commerce, Auditing, Project Management, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/10</u>	:	<u>INTERN AT FINANCIAL ADMINISTRATION / MANAGEMENT REF NO: 10/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Finance, Accounting, Economics or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/11</u>	:	<u>INTERN AT SUPPLY CHAIN MANAGEMENT REF NO: 11/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Supply Chain Management, Purchasing Management, Logistic Management or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/12</u>	:	<u>INTERN AT COMMUNICATIONS AND MARKETING REF NO: 12/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Communication and Marketing, Journalism, Public Relations, Media Studies or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/13</u>	:	<u>INTERN AT INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 13/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Information Technology, Software Development, Web and Application Development or any other relevant field of study.

<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/14</u>	:	<u>INTERN AT LEGAL SERVICES REF NO: 14/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a BProc or LLB degree as recognised by SAQA or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 3045229
<u>POST 01/15</u>	:	<u>INTERN AT INTERNAL AUDIT REF NO: 15/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Auditing, Forensic Investigation, Financial Auditing or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/16</u>	:	<u>INTERN AT STRATEGIC MANAGEMENT AND PLANNING REF NO: 16/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Strategic Management, Public Administration/ Management, Monitoring and Evaluation, Knowledge Management, Auditing/ Commerce or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/17</u>	:	<u>INTERN AT INFRASTRUCTURE REF NO: 17/2024 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Build Environment or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/18</u>	:	<u>INTERN AT ACTIVE AND WINNING NATIONS REF NO: 18/2024 (X6 POSTS)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a or equivalent; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Sports Management, Recreation Management, Sports Science, B.Sc. Biokinetics, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229
<u>POST 01/19</u>	:	<u>INTERN AT SECURITY AND WORK ENVIRONMENT REF NO: 19/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 043.30 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate or equivalent; a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Public Administration, Accounting, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

<u>APPLICATIONS</u>	:	Applications can be submitted via email to: recruitment3@dsbd.gov.za by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
<u>CLOSING DATE</u>	:	26 January 2024
<u>NOTE</u>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizenship verification, financial records check, qualification verification, reference checks. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top-Secret security vetting to determine the suitability of a person for employment. The successful candidate will be required to enter into an employment contract of five years and a performance agreement with the Minister for Small Business Development within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . NB: We invite suitable candidates to apply for the position of Director General of the Department of Small Business Development (DSBD). the DSBD is responsible for the promotion and development of entrepreneurship, Small, Micro and Medium Enterprises (SMMES) and Co-operatives, and to ensure an enabling legislative and policy environment to support their growth and sustainability. The Director-General as the Accounting Officer will join a leadership team responsible for implementing an integrated approach across the DSBD and reporting entities for the coordination, integration and mobilisation of efforts and resources towards the creation of an enabling environment for the growth and sustainability of small businesses and co-operatives and ensure a transformed and inclusive economy driven by sustainable, innovative SMMES and Co-operatives. The work of the DSBD is driven through 4 branch programmes, 2 entities, and 6 pieces of legislation, covering a substantial part of South Africa's economic policy landscape. As Director-General, you will also participate in the work of the Forum of South African Directors-General and various Government clusters.

MANAGEMENT ECHELON

<u>POST 01/20</u>	:	<u>DIRECTOR-GENERAL REF NO: DG-ODG</u> (5 Year Contract)
<u>SALARY</u>	:	R2 158 533 per annum (Level 16), All-inclusive salary package and 10% non-pensionable HoD Allowance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Qualifications: An appropriate undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. 8 -10 years of relevant experience at the senior management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African and global economy. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operation of the Public Sector. Good interpersonal, problem-solving, teamwork and networking skills. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty

(<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Knowledge and Experience: Knowledge of the Constitution, Public Service Act, 1994, Public Administration Management Act, 2014, Public Finance Management Act, 1999, and the National Development Plan. Experience in executive management and possess strong leadership and strategic management capabilities. He/she must also have experience in monitoring and evaluation of government policies as well as a thorough understanding of government policy and administrative processes. He/ she must have strong organizational abilities, good writing skills, good interpersonal skills, and be computer literate.

DUTIES

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Serve as the accounting officer of the department in line with the Public Finance Management Act (PFMA). Coordinate and organise the resources of the Department and its agencies to implement the National Development Plan (NDP) and Medium-Term Strategic Framework (MTSF) priorities pertaining to Small Business Development. Provide strategic leadership, support services and management of the department through providing strategic vision and direction, leading the formulation, execution, monitoring and evaluation of the strategic and annual operational plans. Strengthen the department's governance, compliance and organizational capacity to deliver on its mandate; which entails ensuring that the department has the appropriate organizational structure to deliver on its plans, has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, etc. Profile and market the programmes of the department and create a conducive environment to achieve higher levels of employee performance and engagement; to enable their ability to develop and coordinate Small, Medium and Micro-sized Enterprises (SMME) development interventions geared towards an inclusive economy and general economic growth. To ensure an enabling legislative and policy environment to support SMME's growth and sustainability. Oversee transversal support within the eco-system to provide a conducive environment for SMMEs. Drive economic transformation through integrated informal business, Co-operatives, and Micro Enterprise Development. Oversee the promotion of an ecosystem that encourages an integrated approach that enhances entrepreneurship and innovation during the establishment, growth and sustainability of SMMEs. Manage the development and delivery of the response to the needs of SMMEs and Co-operatives, informed by credible research, strategic diagnosis and the monitoring and evaluation thereof. Provide strategic and administrative support to the Minister in carrying out their responsibilities and mandate of the department. Coordinate the contribution of the agencies of the department towards the vision, goals and objectives of government with respect to SMME development and support.

ENQUIRIES

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The recruitment office on Tel No: (071) 440 5511