



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 30 OF 2023
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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** : 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 Practices and Administration, Ground Floor, Ga-rona Building, Mmabatho or can be emailed to: recruitment2@nwpg.gov.za (Applications must have reached the Office by 16h00 pm on the closing date, otherwise they will not be considered).
- CLOSING DATE** : 15 September 2023
- NOTE** : General Instructions: The Office is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department/s through the filling of this post. Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled on every page. The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <http://www.dpsa.gov.za/newsroom/psvc/> and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. 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 a two day competency assessments. Please note: Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make any appointments to the advertised posts.

MANAGEMENT ECHELON

- POST 30/225** : **HEAD OF DEPARTMENT: SOCIAL DEVELOPMENT REF NO: NWP/OOP/2023/65**
Chief Directorate: Office of the HOD
- SALARY** : R1 663 581 per annum (Level 15), (all-inclusive remuneration package consisting of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.r.o the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package
- CENTRE REQUIREMENTS** : Provincial Office (Mmabatho)
: An appropriate Bachelor's degree (NQF level 7) plus a Postgraduate qualification (NQF Level 8) as recognised by SAQA. A minimum of eight (8) years' experience at senior managerial level of which at least three (3) years must be with an organ of state. The office reserves the right to introduce other objective requirement/s should a need arise. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for short listing and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government. Information can be accessed via this link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Core Management Competencies: Strategic capability and leadership skills. Client orientation and customer focus. Financial management. People management and empowerment. Communication. Project and programme management. Change management. Knowledge management and service delivery. Client

orientation and customer focus. Problem solving and analysis. Knowledge of MS Word, MS Excel and MS PowerPoint.

DUTIES

: Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership to the Department. Ensure effective utilisation and training of staff. Maintain sound labour relations and discipline of staff. Ensure proper use, care and maintenance of state assets and resources. Render sound financial management in the Department, including serving as an Accounting Officer of the Department. Implement all laws and policies applicable to the Department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department.

ENQUIRIES
NOTE

: Dr F Ngqobe Tel No: (018) 388 2043/1668

: The successful candidate must enter into a performance agreement and sign employee contract.