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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 27 OF 2024**

**DATE ISSUED 26 JULY 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: FREE STATE  
DEPARTMENT OF TREASURY**

*The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the province through the filling of these positions and candidates whose appointment will promote representativity will receive preference.*

- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Head of Department: Provincial Treasury, Private Bag X20537, Bloemfontein, 9300. Attention Deputy Director: Human Resources Management, Fidel Castro Building, Tel No: (051) 405 5266/403 3886 or applications that are hand delivered must be brought to the foyer of the Fidel Castro Building where they must be placed in the appropriately marked box at Security, Ground floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za).
- FOR ATTENTION** : Mr. H Shabalala Tel No: (051) 403 3792
- CLOSING DATE** : 12 August 2024
- NOTE** : Applications must be accompanied by a comprehensive curriculum vitae accurately detailing the qualifications together with relevant experience and identity document. Applicants must clearly indicate the reference number of the Shared Audit Committee that is being applied for on the covering letter of their applications. A separate application should be submitted for each Shared Audit Committee that is being applied for. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). No faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 2 months of the closing date, they must accept that their applications were unsuccessful.

**OTHER POSTS**

- POST 27/61** : **SHARED AUDIT COMMITTEE: OFFICE OF THE PREMIER: FREE STATE AND DEPARTMENT OF TREASURY REF NO: SAC 01/2024**  
The Free State Provincial Treasury is looking for suitably qualified independent experts to serve as members of the Shared Audit Committees in the identified departments, in line with Public Finance Management Act section 77, Treasury Regulations Section 3.1.3 and Free State Council Resolution 7.5 of 2010. The term of appointment will be three (3) years upon appointment
- SALARY** : Shared Audit Committee sitting (inclusive of preparation): Chairperson R2 265.00 per hour audit committee sitting and / or R556. 00 per hour ad-hoc meeting. A Member R1 838.00 per hour Audit Committee sitting and / or R337.00 per hour ad-hoc meeting. Subsistence and travelling allowances when attending Audit Committee activities and meetings will be paid by the respective Shared Audit Committee departments in accordance with the guidelines.
- CENTRE** : Free State (Office of The Premier: Free State and Department of Treasury)
- REQUIREMENTS** : Applicants should be in possession of a post graduate degree or equivalent qualification in Accounting/Internal Auditing/ Risk Management/ Information Technology/ Governance/ Planning/ Performance Management/ Intergovernmental Relations and/or Law. Transversal Requirements: Candidates must have at least ten (10) years' experience at a senior management level in the indicated areas, be in possession of a professional designation or equivalent professional qualification in relevant fields, membership of a related professional body, extensive experience of serving in an audit committee or similar committees and be non-government officials.

Independent and knowledgeable on the status of their positions as members of the Audit Committees; technical knowledge of prescripts, Regulations and frameworks governing the departments that are applied for. Please note that short-listed candidates will be subjected to security vetting. Competencies: Strong leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, courage to stimulate discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy skepticism and professional approach, high level of integrity, inquisitiveness and independent judgement, knowledge of the public sector risks and controls, ability to offer new perspective and ability to promote effective working relationships. The candidates must not be serving on more than three (3) PFMA Audit Committees.

**DUTIES** : The role and responsibility of the Shared Audit Committee and consequently its membership is to fulfil Shared Audit Committee oversight responsibilities as required by rising from Section 38 (1) (a) (ii) of the Public Finance Management Act and Treasury Regulations, Sections 3.1 10 and 3.1.13 as well as oversight responsibilities stated in the Shared Audit Committee Charters.

**ENQUIRIES** : Mr. N C Jonas Tel No: (051) 405 4375

**POST 27/62** : **SHARED AUDIT COMMITTEE: DEPARTMENT OF SOCIAL DEVELOPMENT AND DEPARTMENT OF SPORTS, ARTS, CULTURE & RECREATION REF NO: SAC 02/2024**

The Free State Provincial Treasury is looking for suitably qualified independent experts to serve as members of the Shared Audit Committees in the identified departments, in line with Public Finance Management Act section 77, Treasury Regulations Section 3.1.3 and Free State Council Resolution 7.5 of 2010. The term of appointment will be three (3) years upon appointment.

**SALARY** : Shared Audit Committee sitting (inclusive of preparation): Chairperson R2 265.00 per hour audit committee sitting and / or R556. 00 per hour ad-hoc meeting. A Member R1 838.00 per hour Audit Committee sitting and / or R337.00 per hour ad-hoc meeting. Subsistence and travelling allowances when attending Audit Committee activities and meetings will be paid by the respective Shared Audit Committee departments in accordance with the guidelines.

**CENTRE** : Free State (Departments of Social Development and Sports, Arts, Culture & Recreation)

**REQUIREMENTS** : Applicants should be in possession of a post graduate degree or equivalent qualification in Accounting/ Internal Auditing/ Risk Management/ Information Technology/ Social Sciences and/or Law. Transversal Requirements: Candidates must have at least ten (10) years' experience at a senior management level in the indicated areas, be in possession of a professional designation or equivalent professional qualification in relevant fields, membership of a related professional body, extensive experience of serving in an audit committee or similar committees and be non-government officials. Independent and knowledgeable on the status of their positions as members of the Audit Committees; technical knowledge of prescripts, Regulations and frameworks governing the departments that are applied for. Please note that short-listed candidates will be subjected to security vetting. Competencies: Strong leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, courage to stimulate discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy skepticism and professional approach, high level of integrity, inquisitiveness and independent judgement, knowledge of the public sector risks and controls, ability to offer new perspective and ability to promote effective working relationships. The candidates must not be serving on more than three (3) PFMA Audit Committees.

**DUTIES** : The role and responsibility of the Shared Audit Committee and consequently its membership is to fulfil Shared Audit Committee oversight responsibilities as required by rising from Section 38 (1) (a) (ii) of the Public Finance Management Act and Treasury Regulations, Sections 3.1 10 and 3.1.13 as well as oversight responsibilities stated in the Shared Audit Committee Charters.

**ENQUIRIES** : Mr. N C Jonas Tel No: (051) 405 4375

<b><u>POST 27/63</u></b>	:	<p><b><u>SHARED AUDIT COMMITTEE: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE AND DEPARTMENT OF COMMUNITY SAFETY, ROADS &amp; TRANSPORT REF NO: SAC 03/2024</u></b></p> <p>The Free State Provincial Treasury is looking for suitably qualified independent experts to serve as members of the Shared Audit Committees in the identified departments, in line with Public Finance Management Act section 77, Treasury Regulations Section 3.1.3 and Free State Council Resolution 7.5 of 2010. The term of appointment will be three (3) years upon appointment.</p>
<b><u>SALARY</u></b>	:	<p>Shared Audit Committee sitting (inclusive of preparation): Chairperson R2 265.00 per hour audit committee sitting and / or R556. 00 per hour ad-hoc meeting. A Member R1 838.00 per hour Audit Committee sitting and / or R337.00 per hour ad-hoc meeting. Subsistence and travelling allowances when attending Audit Committee activities and meetings will be paid by the respective Shared Audit Committee departments in accordance with the guidelines.</p>
<b><u>CENTRE</u></b>	:	<p>Free State (Departments of Public Works &amp; Infrastructure and Community Safety, Roads &amp; Transport)</p>
<b><u>REQUIREMENTS</u></b>	:	<p>Applicants should be in possession of a post graduate degree or equivalent qualification in Accounting/ Internal Auditing/ Risk Management/Information Technology/ Engineering Sciences (Building and Roads), and/or Safety and Security. Transversal Requirements: Candidates must have at least ten (10) years' experience at a senior management level in the indicated areas, be in possession of a professional designation or equivalent professional qualification in relevant fields, membership of a related professional body, extensive experience of serving in an audit committee or similar committees and be non-government officials. Independent and knowledgeable on the status of their positions as members of the Audit Committees; technical knowledge of prescripts, Regulations and frameworks governing the departments that are applied for. Please note that short-listed candidates will be subjected to security vetting. Competencies: Strong leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, courage to stimulate discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy skepticism and professional approach, high level of integrity, inquisitiveness and independent judgement, knowledge of the public sector risks and controls, ability to offer new perspective and ability to promote effective working relationships. The candidates must not be serving on more than three (3) PFMA Audit Committees.</p>
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