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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 27 OF 2024

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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** : 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 Management, Second Floor, Ga-rona Building, Mmabatho or application should be submitted on a (PDF Format only as one document) to the applicable e-mail as indicated on each post. Please quote the reference as the subject on e-mail.
- CLOSING DATE** : 12 August 2024
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with disabilities, Youth, African Males, followed by White Males and White Females, African Females in the recruitment for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit only Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful.

OTHER POSTS

- POST 27/118** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION: PREMIER SUPPORT REF NO: NWP/OOP/2024/07**
- SALARY** : R849 702 per annum (Level 11), (all-inclusive package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : Bachelor's degree in administration/ public administration and/or equivalent qualification at NQF level 7. Six (6) years experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level. Valid driver's license. Knowledge: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio, Proven management competencies, Working knowledge of the political and parliamentary processes in South Africa. Computer literacy, Flexibility, Verbal and written communication skills and Interpersonal relations. Analytical thinking, Leadership, Teamwork, Ability to work under pressure, Proven management competencies, Understanding of the Public Service Regulations and related prescripts.
- DUTIES** : Manage the administrative and coordination activities within the office of the Executive Authority. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a

		Cabinet/Executive Council support service to the Executive Authority. Supervise employees in the private office.
<u>ENQUIRIES</u>	:	Ms M.M Tembe Tel No: (018) 388 3085/88
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment1@nwpg.gov.za
<u>POST 27/119</u>	:	<u>REGISTRY CLERK: PREMIER SUPPORT REF NO: NWP/OOP/2024/08</u>
		Job Purpose: Provide a registry service to the office of the Executive Authority
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 and equivalent qualification at NQF level 4. Knowledge, Skills and Competencies: Knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative frameworks governing the Public Service, Knowledge of storage procedures in terms of the working environment. Ability to interpret and apply policies, computer literacy, verbal and written communication. Initiative and innovation, self- starter.
<u>DUTIES</u>	:	Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts like the National Archives Act and the MISS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Enquiries: Ms. MM Tembe Tel No: (018) 388 3085/88
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment2@nwpg.gov.za
<u>POST 27/120</u>	:	<u>DRIVER/MESSENGER: PREMIER SUPPORT REF NO: NWP/OOP/2024/09</u>
		Job Purpose: Render a driving and related support function in the office of the Executive Authority
<u>SALARY</u>	:	R183 279 per annum (Level 04)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Grade 10 and equivalent qualifications at NQF level 2. Knowledge, Skills and Competencies: Knowledge of Public Service policies and procedures. Ability to plan, manage time and to drive a vehicle with care. Ability to uphold confidentiality and discipline requisite to the Executive Authority related work environment. Ability to respect Authority.
<u>DUTIES</u>	:	Collect and deliver documents. Transport employees in the office of the executive authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Maintain knowledge on the policies and procedures that applies in the work environment.
<u>ENQUIRIES</u>	:	Ms. M.M. Tembe Tel No: (018) 388 3085/88
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment3@nwpg.gov.za
<u>POST 27/121</u>	:	<u>FOOD SERVICE AID: PREMIER SUPPORT REF NO: NWP/OOP/2024/10</u>
		Job Purpose: To provide services relating to food preparation.
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Abet level 2 Certificate or equivalent qualifications at NQF level 2. Knowledge, Skills and Competencies: Knowledge of repetitive tasks. Numeracy, literacy, operating equipment and language skills. Verbal and written communication. Punctuality, Time Management, Trustworthiness, respect of authority. Ability to work according to schedule in the relevant Executive Authority work environment.
<u>DUTIES</u>	:	Clean kitchen utensil and equipment. Provide catering support services. Keep stock of the kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack, and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
<u>ENQUIRIES</u>	:	Ms. M.M. Tembe Tel No: (018) 388 3085/88

APPLICATIONS : E-Mail: ooprecruitment4@nwpg.gov.za

DEPARTMENT OF PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS : All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag X2080, Mmabatho, 2735 or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, 2735 or Applications may also be Email: DPWRHORecruit@nwpg.gov.za.

FOR ATTENTION : Mr. M.E Khauoe

CLOSING DATE : 16 August 2024, (Posted Applications must have reached the Department by 15h00 pm, otherwise they will not be considered)

NOTE : Compliance It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department, www.gov.za. Applicants must indicate the Post, the Reference number and the Centre on the Z83 Form application. The application must be accompanied by a recent updated curriculum vitae indicating personal information, requirements of qualifications, competencies and experience with respective dates, including three (3) names of contactable referees. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from South African Qualifications Authority (SAQA). Only shortlisted candidates for the post will be required to submit certified documents of qualifications, ID and A valid driver's license on or before the day of the interview. Failure to submit the requested documents applicant will be disqualified and e-mailed applications will be accepted or considered. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits and asset records, qualifications verification and vetting. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

MANAGEMENT ECHELON

POST 27/122 : **CHIEF DIRECTOR: COMMUNITY BASED PROGRAMME (EPWP) REF NO: H/O 02/2024**

SALARY : R1 436 022 per annum (Level 14), an all-inclusive remuneration package
CENTRE : Head Office-Mahikeng
REQUIREMENTS : Qualifications: National Senior Certificate plus an undergraduate qualification (NQF Level 7) as recognised by SAQA in Social Science/ Sociology/ Public Administration. A valid driver's license. Experience: Five (5) years' experience

at senior management level in the relevant field. Knowledge: Knowledge of government legislatives framework; EPWP Programmes. EPWP Technical Standards/ Procedures; Public Service Regulations; Policy Formulation; Batho Pele Principles; Public Finance Management Act (PFMA) and Supply Chain Management Procedures as well as Needs and Priorities of Stakeholders. Skills: Communication (written and verbal) skills. Conflict Management. Analytical skills. Change/ Diversity Management. Strategic Management. Ability to communicate well with people at different levels and from different backgrounds. Computer literacy (MS Word, MS Excel and MS Access). Planning and organising. Interpersonal skills. High level of reliability. Ability to act with tact and discretion. Good grooming and presentation skills.

DUTIES

: Lead, support, coordinate all sector Departments, stakeholders or public bodies in the province towards the implementation of Community Based Programme (EPWP). Guide the facilitation and implementation of the National Youth Services (NYS) in the Department and creating youth employment opportunities. Guide and provide direction to the facilitation and implementation of Contractor Development, Cooperatives, and the promotion of Enterprise Development. Guide and facilitate the training of EPWP beneficiaries, apprenticeships, learnerships skills programmes and to contribute to the development of apprentices/ artisans and labour intensive practitioners. Guide the provisioning of social facilitation and creation of work opportunities by implementing EPWP Road Maintenance Programme and EPWP Building Maintenance Programmes. Promote community development programmes, innovative and empowerment initiatives for stakeholders and beneficiaries as per EPWP norms and standards. Guide the monitoring of the creation of work opportunities with respect to targets of the different Public Bodies across different sectors and periodic impact assessments. Manage the resources (human and financial) of the Chief Directorate.

ENQUIRIES

: Dr N.M.G Mfikwe Tel No: (018) 388 2426/8