It is the intention to promote representivity in the Department through the filling of this post. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

APPLICATIONS: Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered at 546 Edmond Street, Batho Pele House, cnr Edmund and Hamilton Street, Pretoria. Faxed and emailed applications will not be considered. Applications should also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job).

CLOSING DATE: 01 February 2019

NOTE: The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

POST 02/42: SKILLS DEVELOPMENT OFFICER REF NO: DPSA/19/001

SALARY: R242 475 per annum (Level 07)

CENTRE: Pretoria


DUTIES: Key Responsibility Areas: Development of Human Resource Development and Skills Development plans, Monitoring and evaluation of the implementation of these plans, Facilitate the provisioning of training and development programmes within the department, Administration of the departmental bursary programme, and Administration of the skills development/training budget.

ENQUIRIES: Ms. Karien Beckers Tel No: (012) 336 1570