DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

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 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001

CLOSING DATE: 24 February 2020

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. Faxed and emailed applications will not be considered. Applications can 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).

ERRATUM: Kindly note that the posts advertised in Public Service Vacancy Vircular no 04 of 2020 dated 31 January 2020, the year was in correct its 2020 not 2019 sorry for the inconvenience

OTHER POST

POST 05/60 : ADMINISTRATIVE CLERK REF NO: DPSA 07/2020 (X 2 POST) (12 Months Contract)

SALARY : R173 703 per annum (Basic salary) plus 37% in lieu of service benefits.

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate/Matric or equivalent qualification. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting of statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills and Competencies: Computer literacy, Planning and organization, Interpersonal relations, Good verbal and written communication skills and Teamwork.

DUTIES : To render general clerical support service. To provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component

ENQUIRIES : Mr. Z. Khuzwayo Tel. No: (012) 3361407