

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and persons living with disabilities in particular. It is the department's intention to promote representivity through filling of these posts. Our buildings are accessible to persons living with disabilities

- CLOSING DATE** : 27 January 2023 at 12:00 am (Midnight).
- NOTE** : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicants profile on the e-Recruitment is equivalent to the new approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON

- POST 01/180** : **DIRECTOR: HUMAN RESOURCES SERVICE DELIVERY REF NO: S142/2022**
Division: Corporate Services (CS)
Purpose: To provide strategic leadership and guidance in the provision of an integrated HR approach and to act as a primary point of connection between all internal stakeholders/business units and the overall HR team for the alignment on HR strategic objectives and implementations of key HR initiatives within the National Treasury
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum, (all-inclusive remuneration package)
: Pretoria
: A minimum Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Human Resources Management or Business Management or Public Administration or HR Business Relations Management, A minimum 5 years' experience at a middle management level (Deputy Director) obtained within Human Resources Management environment or related field, Knowledge and experience of the Public Service Human Resources Management Legislative Framework, Knowledge and experience of the Public Service Act and Regulations, Business Relations Skills in the HR environment, Knowledge of Human Resources Information and application Systems, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.
- DUTIES** : Some key outputs include: Strategy Development and Implementation: Develop and implement a Human Resources Service Delivery Strategic implementation plan to fast-track the turn-around time of human resources

service offering pertaining to clients' needs, Provide guidance and lobby internal support on the implementation of the most effective mechanisms and tools to enhance collaboration and cohesion for improved service delivery with regard to implementation of service offerings, Review policies continuously for correct application in business and in alignment with the HR Service Delivery Strategy in accordance with the ever-evolving environment against the backdrop of the needs of clients, Develop, engage and commit on the service level agreements by HR centres of excellence with the HR Service Delivery Directorate, HR Service Delivery Report: Provide guidance and direction on the effective implementation of HR offerings and services to clients, Implement a collaborative strategy with regard to service delivery provisioning and initiate projects in alignment with business requirements, Verify the correctness of the application of HR Policies and Procedures, continuously, prior to implementation of any new service offering in alignment the relevant policies and procedures, Develop and apply a customer centric service delivery culture within the National Treasury, Monitor the effectiveness of the implementation of service offerings and align discrepancies, accordingly, Stakeholder Engagement: Engage stakeholders through awareness drives on new service offerings and their benefits prior to implementation, Collaborate and enhancing partnerships with specialise business units within HRM to determine, and fast-tracking deliverables and targets for implementation, Align business plans with strategic objectives in achievement of HR objectives and targets, Provide timeous feedback on requests to stakeholder's concerns pertaining to service offering, Ensure that divisional HR Metrics are presented to divisional Exco/Manco and that focused employee matters are proactively raised and attended to, HR Policy and Prescribes Analysis: Align the HR Service delivery objectives with National Treasury annual business plans to conform to business units demands, Influence and obtain buy-in from stakeholders within business on HR initiatives and offerings, Develop and analyse a comprehensive HR feedback analysis desk board portraying service offerings and progress in support of business continuity, Align memoranda on HR offerings and services for the smooth implementation within the broader business, Develop and effectively implement Secondment Guidelines to ensure strategic input to employee engagement and retention, Ensure that Rotations Protocols are in place and serve as employee engagement, development and retention.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 01/181 : **DIRECTOR: INTERNATIONAL DEVELOPMENT CO-OPERATION (IDC)**
REF NO: S146/2022
 Division: Budget Office (BO)
 Purpose: To coordinate the Official Development Assistance Programme (ODA) in the National Treasury and promote sound ODA processes within the social and governance clusters.

SALARY : R1 105 383 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Social sciences or Development studies, A minimum of 5 years' experience at a middle management level (Deputy Director) obtained in a portfolio or strategic ODA programme management environment, Knowledge and experience of public policy development and implementation, Knowledge of Developmental Management, Knowledge and experience of Investment, Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key outputs include: Coordination, ownership and management of ODA: Align ODA programmes to selected South African policies and procedures within the broader framework, Oversee and guide the review, assessment trends pertaining to the social and governance clusters, Administer all administrative functions related to ODA management and coordination. Programme Conveyance: Monitor programme delivery status and develop strategies for interventions to support improvements, Monitor actions and maintain close relations with Development Partners to enable smooth

facilitation of ODA programmes. Compliance with global ODA commitments: Provide support on behalf of the SA government on global ODA debates, discussions and forums within the aid effectiveness arena, Prepare key South African position papers/ memos etc. within the aid effectiveness discourse and participation in debates/ for aid. Strengthen ODA knowledge base: Implement the IDC knowledge management strategy for the benefit of the ODA and government stakeholder community, Provide advice to current and future programmes of the sector based on ODA best practices and case studies within the sector, Oversee the optimisation of Development Cooperation Management Information System (DCMIS) as a tool of knowledge management for the IDC and ODA environment. Alignment of ODA to budget: Coordinate the support in the utilisation of ODA's in strategic plans of line departments in sectors and clusters, Provide ODA information flow and analysis of budget processes for specific clusters, Align ODA to the budget and the promotion of the "value addition", innovation, catalytic approach of ODA in the General Budget Support (GBS) allocations processes, Review and compare past allocations and develop analyses of trends and value of interventions for reporting purposes, Verify information tabled by political leadership in Parliament for clusters, Monitor flow of funds in the Reconstruction and Development Programme account and collaborate with ODA stakeholders to improve integrity of budgetary information in the reporting process.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 01/182 : **DIRECTOR: ENVIRONMENTAL AND FUEL TAXES REF NO: S147/2022**
 Division: Tax and Financial Sector Policy (TFSP)
 Purpose: To provide advice on policy and develop appropriate tax policy interventions pertaining to sustainable development, environmental fiscal reform, fuel taxes and other market related instruments (taxes, charges and tax incentives) that would contribute towards an equitable, and coherent tax policy framework in South Africa

SALARY : R1 105 383 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Finance, A minimum 5 years' experience at a middle managerial level (Deputy Director) obtained in research and policy analysis (formulation), Knowledge and experience of environmental and fuel taxes processes, and, Knowledge and experience of the broader Public Service Policy Framework on Tax Policy, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> , prior to finalisation of an appointment.

DUTIES : Some key outputs include: Policy Development: Create an enabling environment for service delivery and an appropriate tax policy intervention, Assess the implementation of indirect taxation policy advice and instruments design, Develop environmental fiscal reform, fuel taxes and other market related instruments for implementation Initiate a tax policy research platform with domestic and international recognised institutions on best practices, Provide briefing notes to the Deputy Director-General: Tax and Financial Sector Policy, Director-General: National Treasury and the Minister of Finance on latest trends and updates within the environmental and fuel taxes environment, Respond to Parliamentary questions, media queries, taxpayer queries and engage SARS and other government institutions on mutual interest, Partake in surveys from international institutions, e.g. OECD, IMF and the World Bank. Sustainable Environmental Development of fiscal instruments: Exercise oversight and co-ordination over policy guidelines, reviews, analyses, research and advice on taxes, incentives, charges and subsidies with the focus on sustainable development, Quantify price-based environmental fiscal instruments in Climate Change adaptation/ mitigation (inclusive of electricity taxes, emissions taxes, energy taxes, fuel taxes, etc.), Develop quantity-based environmental fiscal instruments in Climate Change adaptation/ mitigation, Develop instruments on Water resource management, Waste Management (Solid, Wastewater and radioactive) and Cleaner Production and Air Quality.

Co- ordinate compilation of databases, formulation of tax policy, analysis of macro-economic impacts of policy intervention relating to environmental issues in the fields of Energy, Renewable energy, Energy efficiency, Clean fuels initiatives, fuel switching, Transport fuels, Mining and Chemicals, Provide inputs into the legislative amendments and interact with legal drafters to ensure policy proposals and amendments are incorporated into law Biodiversity and Conservations: Co- ordinate policy advice, analytical scrutiny, reviews and analysis on tax instruments and tax revenue, interventions relating to the macro-economic impacts of environmental tax policy on: Fiscal instruments to incentivise biodiversity conservation; Environmental Rehabilitation Initiatives (such as the Mining rehabilitation fund), Interact with Departments of Environmental Affairs and Tourism, and Minerals and Energy, Investigate and analyse the implications of proposed amendments and liaise with SARS, stakeholders and clients on such amendments, Liaise with legal drafters to ensure policy proposals and amendments are incorporated into law as intended including cabinet submissions. Environmental and Fuel Taxes: Co- ordinate policy advice, quantitative analysis, review, conduct research, maintain databases and effect stakeholder consultation on environmental-related excise taxes, including: Fuel taxes, Diesel fuel tax refund, Biofuels taxes/incentives, Vehicle taxes (purchase taxes and annual licence fees), Plastic levies, International departure tax. General Environmental Issues: Compilation of databases, formulation of tax policy, analysis of macro-economic impacts of environmental policy and intervention relating to: Renewable energy, Energy efficiency, Fuel Switching, Transport fuel tax issues, Clean fuels initiatives, Mining; Energy; and Chemicals MTBPS and Budget: Respond to request pertaining to research to parliamentary, ministerial, and public enquiries, MTBPS and budgetary inputs, Prepare concise responses to clients and liaise with relevant external and internal stakeholders Compile relevant information in alignment with the budget review processes and procedures.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

OTHER POSTS

POST 01/183 : **SENIOR ECONOMIST: CGE MODELLING REF NO: S144/2022**
 Division: Economic Policy (EP)
 Purpose: To maintain and develop a suit of CGE models and SAM databases for implementation and consumption by stakeholders and provide policy analysis and advise.

SALARY : R908 502 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Mathematical or Econometrics, A minimum of 4 years' experience in development of suites of databases and CGE models, Knowledge and experience in developing and implementation of the simulation of large CGE models, Knowledge and experience in interpreting and analysis of information, Knowledge of policy formulation, and Knowledge of the GAMS software and programming.

DUTIES : Some key outputs include: Maintain SAM and Sectoral Databases: Develop databases from various statistical sources and integrate relevant data, Incorporate statistical data into a SAM database, Provide macro-economic data to stakeholders for inputs and development of statistical information, Develop data sources and encourage stakeholder utilisation of databases. Develop a Suit of CGE Models: Maintain existing CGE models and assist with the formulation of future suits for improvement on data integrity, Recommend and implement adjustments to CGE models for alignment to policy and analysis of data, Provide policy advice with emphasis on quantification of policy proposals and utilisation of the suit of CGE models, Develop new models and potential data sources to improve robustness and quality of policy analysis and advice. Policy Analysis and Advice: Produce well-researched speaking and briefing notes, memos and speeches based on policy relevant issues using CGE analysis, Provide inputs (i.e. CGE analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders, Engage stakeholders on policy initiatives and advice.

Benchmarking and Research: Conduct research and benchmarking exercises with recognised international institutions on latest trends and best practices, Engage stakeholders for the refinement of models and suits and their consideration prior to implementation, Conduct research into policy-relevant developments using the suite of models and databases in the CGE space Engage stakeholders on findings for enrichment and improvement of modelling practices, methodologies and analysis. Budget and MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS as required, Assist with number checking and proof reading. Project Management and Support: Plan and execute projects in model maintenance and development, capacity building as well as research projects.

ENQUIRIES APPLICATIONS : Only (No applications): Recruitment.Enquiries@treasury.gov.za
 : To apply visit:
 : <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 01/184 : **SENIOR ECONOMIST: SOCIO-ECONOMIC POLICY REF NO: S143/2022**
 Division: Economic Policy (EP)
 Purpose: To monitor and evaluate economic developments in the South African economy, To analyse and advise on the economic impacts of various related policy proposals made by other government departments and/or stakeholders, plan and execute research projects, and engage external stakeholders on relevant economic developments to inform sound policy advice and as inputs into the economic framework for the MTBPS and the Budget.

SALARY CENTRE REQUIREMENTS : R908 502 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A minimum Bachelor's degree (equivalent to NQF level 7) in one or more of the following disciplines: Economics or Econometrics or Finance or Statistics or Business Science or Data Science or Accounting or Mathematic, An NQF level 8 or 9 and /or 10 qualification in one of more of the above-mentioned disciplines will be an added advantage, A minimum 4 years' experience in research, policy and economic analysis, Knowledge of and experience of trends and principles of macroeconomic policy, Knowledge and experience of the latest trends in research and sources of information, Knowledge and experience in the dissemination and interpretation of economic policy outcomes, Knowledge and understanding of principles of research methodology.

DUTIES : Some key outputs include: Economic research and policy analysis, and assessments of government policy proposals: Establish and monitor a policy framework that supports greater employment, equality and poverty alleviation, Compile research outputs approved by the DDG, including, but not limited to, research papers, research notes, technical analysis, reviews and assessments of external proposals. Commentary on economic data releases: Compile and distribute regular reports and presentations in the relevant subject area, Update an extensive database to inform research and respond to requests from other divisions in National Treasury and other departments, Provide data in user-friendly format to users in National Treasury upon request, Develop and maintain a database of information relevant to the research subject area. Support and build strong stakeholder relations, internally and externally, to advance the development of economic policy and the objectives of the National Treasury: Provide inputs to stakeholders to advance the development of economic policy and the objectives of the National Treasury, Contribute to qualitative comment and assessment of research on relevant SA economic issues conducted outside of the National Treasury, Provide support to the Ministry, DG's office in respect of speeches, presentations and briefing notes.

ENQUIRIES APPLICATIONS : Only (No applications): Recruitment.Enquiries@treasury.gov.za
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POST 01/185 : **SENIOR ECONOMIST: LOCAL GOVERNMENT BUDGET ANALYSIS REF NO: S145/2022**
 Division: Intergovernmental Relations (IGR)
 Purpose: To initiate development of budget formats and regulations, building capacity in provincial treasuries and non-delegated municipalities in the analysis, implementation and monitoring of municipal budgets.

SALARY CENTRE REQUIREMENTS : 908 502 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A minimum National Diploma (equivalent to an NQF level 6) or Bachelors' degree (equivalent to an NQF 7) in any of the following disciplines: Accounting or Finance or Economics, A minimum 4 experience obtained in budget analysis, dissemination of financial reports, Knowledge of report writing, monitoring and evaluation of budgets, Knowledge and experience of the regulatory framework on budgets and financial management within municipalities and provinces.

DUTIES : Some key outputs include: Budget Preparation and Support: Coordinate the budget preparation processes of non-delegated municipalities in accordance with the MFMA; Monitor, assess and provide feedback on budgets and related documentation of non-delegated municipalities in alignment with the provisions of the Municipal Finance Management Act (MFMA), Arrange logistical and planning processes for budget visits to non-delegated municipalities, Advice provincial treasuries on budgets and financial management reforms in accordance with the Municipal Financial Management Act. Budget Implementation and Monitoring: Monitor service delivery and expenditure trends within municipal budgets , Provide support on budgetary and financial management to non-delegated municipalities, Initiate the follow-up on municipal budgets, Integrated Development Plans, in-year reports, service delivery and budget implementation plans, performance management plans and annual reports , Maintain a financial and service delivery database on budget reforms pertaining to the delegated municipalities , Assist with the compilation and analysis of reports on municipalities to internal and external stakeholders, i.e., DG: National Treasury, Minister of Finance, TCF, Budget Council, PCC and Cabinet. Intergovernmental Coordination: Monitor submission of financial and service delivery data for the annual IGFR, MTBPS, Budget Review and other publications, Evaluate and provide feedback on reviews and structuring of grants allocations. Financial Management Reforms: Promote effective budgeting and financial management in non-delegated municipalities , Advice non-delegated municipalities and Provincial Treasuries on in-year financial reports and verify data , Monitor In-Year Financial Reports, Annual Financial Statements and Annual Reports by non-delegated municipalities and Provincial Treasuries , Follow-up on budget and financial returns from non-delegated municipalities and ensure Council-endorsed documents , Assess the SDBIP's of non-delegated municipalities in alignment with the annual budget of non-financial targets and indicators. Stakeholder Engagement: Support performance plans, budget analysis, and annual review of strategy, Engage municipalities and encourage them to submit MFMA support documentation timeously

ENQUIRIES APPLICATIONS : Only (No applications): Recruitment.Enquiries@treasury.gov.za
 : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

OFFICE OF THE CHIEF JUSTICE

- APPLICATIONS** : **Gauteng Division of the High Court:** Johannesburg/Provincial Service Centre/land Claims Ranburg: Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Supreme Court of Appeal:** Bloemfontein/Free state Division of the High Court/Free state Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200
- Bisho:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London
- CLOSING DATE** : 27 January 2023
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV ONLY; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted). Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit:

<https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. **ERRATUM:** Kindly note that the post of Data Capturer: Eastern Cape Division of the High Court with Ref No: 2022/238/OCJ advertised on Public Service Vacancy Circular 46 dated 02 December has been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

- POST 01/186** : **STATISTICIAN REF NO: 2023/02/OCJ**
- SALARY** : R331 188 - R390 129.per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Supreme Court Of Appeal: Bloemfontein
 : Matric certificate and a Bachelor is Degree in Statistics or an equivalent qualification. A minimum of two (2) years' statistics/data collection experience of which one (1) year must be on a supervisory level. Experience in statistical analysis and reporting. A valid driver's license. Skills and Competencies: Computer Skills (MS Office – especially Excel). Excellent communication skills (verbal and written). Planning and organising, problem solving, numerical skills. Attention to details. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.
- DUTIES** : Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.
- ENQUIRIES** : Technical enquiries: Ms C.A Martin Tel No: (051) 412 7400
 HR related enquiries: Ms M A Luthuli Tel No: (051) 492 4523
- POST 01/187** : **REGISTRAR REF NO: 2023/01/OCJ**
- SALARY** : R268 755 – R307 302 per annum (MR3 –MR5), (Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division Of The High Court: Johannesburg
 : Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of three (3) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written). Planning and organising, problem solving, numerical skills. Attention to details. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.
- DUTIES** : Co-ordination of Case Flow Management and support process to the Judiciary. Comply with court rules and all relevant prescripts. Handling taxation as Taxing Master and quasi-judicial functions. Manage the issuing of all processes and initiating court proceedings. Co-ordinate appeals and reviews (civil and criminal). Process and grant judgements by default. Quality check of criminal record books. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Issue/ sign court orders/ letters to attorneys/ litigants on behalf of the Court. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Process unopposed divorces and facilitation of Pre-trial conferences. Keep/ check and analyse Court's monthly, quarterly and annual statistics and submission thereof. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. Prepare and present cases for audit purposes. Monitor functionality of court recording

system. Notify relevant managers regarding needs for translation/ transcripts of cases. Attend/ oversee to general public queries/ correspondences. Manage Performance in terms of Annual Performance Plan. Handling of urgent applications during working hours, after-hours, weekends and public holidays. Facilitate/ monitoring/ evaluation of sub-ordinates. Attend to office management, planning and organising. Manage the staff component and performance assessments.

ENQUIRIES : Technical enquiries: Ms R Bramdaw Tel No: (011) 335 0145
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

POST 01/188 : **HUMAN RESOURCE OFFICER REF NO: 2023/03/OCJ**

SALARY : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Service Centre: Gauteng

REQUIREMENTS : Matric certificate or equivalent qualification. A three year National Diploma/ Degree in Human Resources Management with 360 credits as recognised by SAQA will serve as an added advantage. Introduction to PEASAL certificate. A minimum of one-year functional experience in Human Resource management. Knowledge of the prescripts regulating Human Resources. Skills and competencies: Good communication skills (written and verbal), report writing and good organising skills, computer literacy (Microsoft Office, PERSAL experience) good interpersonal relations. Ability to work under pressure. Accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people.

DUTIES : Implementation of transaction on PERSAL system in respect of appointments, leave, pension, labour relations, recruitment and selection, injury on duty, transfer, housing allowance, acting allowance, long service recognition and PMDS etc. keep statistics of all activities and report accurate statistics to supervisors assist with all administrative duties of Human Resources component and respond to client's queries.

ENQUIRIES : Technical enquiries: Ms LO Netshitomboni Tel No: (011) 335 0522
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

POST 01/189 : **DATA CAPTURER REF NO: 2023/04/OCJ**

SALARY : R151 884 - R178 917 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of the High Court

REQUIREMENTS : Matric certificate or equivalent qualification. A minimum of one-year experience in data capturing. Knowledge of clerical duties, practices as well as the ability to capture data. Skills and Competencies: Good communication skills (verbal and written). Job Knowledge. Planning and organisation skills. Flexibility. Teamwork. Good interpersonal relations. Advanced computer skills and ability to work under pressure.

DUTIES : Provide administration support service. Capture and update data from available records into the required formats e.g. databases, table, spreadsheet. Generate spreadsheets. Update the system on all data sets. Validate and review data (for quality purpose) to ensure correctness, completeness and consistency. Compile and update routine statistical information/reports and registers. Receive, register and track records or documents submitted for further processing in the Human Resource Management and Development component of the Institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic record. Provide routine and administrative maintenance services. Continuous updating of information on computer for reporting purposes and retrieving information required. Verify query missing data and errors observed during data entry. Submit data. Make regular backups of data. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to the component.

ENQUIRIES : Technical enquiries: Ms A Malambe Tel No: 013 429 2214
HR related enquiries: Mr MI Jele/ Mr MV Maeko Tel No: 013 758 0000

POST 01/190 : **TYPIST REF NO: 2023/05/OCJ**

SALARY : R151 884 - R178 917 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : Eastern Cape Local Division: Bisho
 : Matric Certificate or equivalent qualification. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem solving skills. Accuracy and attention to details. Ability to work under pressure. Good timekeeping. Telephone etiquette.
- DUTIES** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties. 63 Assisting taxing master with drawing taxation files, taxation dates for attorneys and his/her diary, attending to telephone calls regarding taxation dates and court order processes, if the matter was heard and order was made. Attend to switchboard operation and other task allocated by the supervisor.
- ENQUIRIES** : Technical enquiries: Mr L Ceza Tel No: 040 6087728/
 HR related enquiries: Mr S Mponzo Tel No: 043 726 5217
- POST 01/191** : **FOOD SERVICE AID REF NO: 2023/06/OCJ**
- SALARY** : R128 166 - R150 975 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Land Claims Court: Rundburg
 : Adult Basic Education and Training Course Level 4/ Grade 10, a minimum of 2 years appropriate experience and relevant knowledge as a Food Aid; Previous experience in hospitality environment will serve as an advantage; Good verbal communication skills and must be highly responsible with good work ethic.
- DUTIES** : Ensure that the dining area is clean, tables are clean, neat and set correctly according to the menu; Ensure that cutlery and condiments are available on the table; Ensure that water and juice jugs are clean and always refilled; Assist in preparing, serving and storing food; Ensure safekeeping of office/storeroom keys and report any losses, damages or theft; Perform any other duty assigned to you by the Supervisor.
- ENQUIRIES** : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 5392
 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. 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 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 30 January 2023
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance within one month of appointment.

OTHER POST

- POST 01/192** : **DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT FOR HOUSING FINANCE REF NO: DPSA 42/2022**
- SALARY** : R766 584 per annum (Level 11). Annual progression up to a maximum salary of R876 705 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria
A Senior Certificate at NQF level 4, an appropriate Bachelor's Degree qualification in Business Management, Public Relations, Marketing and Communication, Stakeholder Management or related equivalent qualification at NQF level 7. At least 3 years' relevant experience in human Resource/Conditions of Services/Housing Scheme environment or Stakeholder relations environment. At least 2 years' managerial experience. Knowledge of Stakeholder Management, Public Relations, Customer Relations Management, Housing Development Fraternity, Real Estate Sector, and Knowledge of collective bargaining, and public service legislative and policy framework. Managerial skills: Strategy Management, Project Management, Communication, Stakeholder and Customer Relations Management. Generic skills: Project Management skills, people management skills, leadership skills, management and supervisory skills, strategic thinking, result orientation and customer focus, good interpersonal relationship skills, and influencing skills. Report writing and presentation, computer literacy, cross-functional influence and engagement, facilitation experience, marketing and communication skills, negotiation skills, swift decision-making ability, problem solving, innovative, confident, resilient, self-starter, energetic, professional, persuasive, time management and team player. Technical skills: verbal and written

DUTIES

communication skills, including report writing, computer literacy and ability to work independently and as part of a team.

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To ensure the development of stakeholder management strategy and plan relating to housing finance providers and housing finance assistance funders. To ensure the establishment and maintenance of constructive relations with stakeholders to position the Scheme strategically. Ensure the preparation and management of memoranda of understanding and service level agreements with stakeholders or partners. Prepare reports and presentations. Provide secretarial and support service to the GEHS Advisory Council of Forum.

ENQUIRIES

:

Ms. Thokozile Mkhonto Tel No: (012) 336 1371