

## DEPARTMENT OF HOME AFFAIRS



**CLOSING DATE** : 27 March 2023

**APPLICATIONS** : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at [www.gov.za](http://www.gov.za); accompanied by a comprehensive CV only, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible). Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed (applicants will submit only when shortlisted). Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

## MANAGEMENT ECHELON

**POST 09/75** : **DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: HRMC 14/23/1**  
Branch: Border Management Authority

**SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Pretoria, Arcadia  
: An undergraduate qualification in Financial Management / Accounting at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience in Financial Management / Financial Accounting related environment at a middle / senior managerial level. Knowledge of the South African Constitution. Knowledge of Public Service Regulatory Framework. Knowledge of the Supply Chain Management Act as well as the Public Finance Management Act. Understanding of Finance and Supply Chain Management related legislation and prescripts. Knowledge of the National Treasury Public Sector Risk Management Framework. Understanding of the Public Sector Integrity Management Framework. Ability to build strategic working relations. Good grooming and presentation skills. Decision making, follow-up, planning and

- organising. Conflict management, problem solving and customer focus  
Computer literacy. Pay attention to detail. Adaptability, creative and innovative.  
Willingness to go an extra mile. A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and oversee the preparation and timeous submissions of the quarterly interim as well as annual financial statement across BMA. Manage and oversee financial administration activities. Oversee system of internal control which, inter alia, includes the review of financial policies. Manage the development of systems to ensure that financial and SCM policies comply with the PFMA and National Treasury Regulations. Manage and oversee the budget process as well costing system for both operational activities and the personnel structure. Manage budget allocations across BMA Business Unit. Manage the Supply Chain Management processes in the BMA. Oversee the development and management of Supply Chain Management (SCM) strategy. Ensure risk and compliance Management. Monitor quality, risk, standards and practices against prescribed frameworks. Manage physical, human and financial resources. Ensure that the budget spending is maximized in line with strategic objectives.
- ENQUIRIES** : Ms P Hlatshwayo Tel No: (012) 432 6641
- APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: [BMAreruitment@dha.gov.za](mailto:BMAreruitment@dha.gov.za)
- POST 09/76** : **DIRECTOR: STRATEGY & GOVERNANCE REF NO: HRMC 14/23/2**  
Branch: Border Management Authority
- SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : An undergraduate qualification in Strategic Management / Business Administration / Business Management / Public Management or relevant tertiary qualification at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience in Strategic Planning and governance related environment at a middle / senior managerial level. Knowledge of the South African Constitution. Knowledge of Public Service Regulatory Framework. Knowledge of the Public Finance Management Act as well as the National Treasury Regulations. Knowledge and understanding of government planning frameworks and timelines. Knowledge of the National Treasury Public Sector Risk Management Framework. Understanding of other best practice such as COSO Framework, ISO International Standard, King Report on Corporate Governance, and Ethics Frameworks. Understanding of the public Sector Integrity Management Framework. Ability to build strategic working relations. Good grooming and presentation skills. Decision making, follow-up, planning and organising. Conflict management, problem solving and customer focus. Computer literacy. Pay attention to detail. Adaptability, creative and innovative. Willingness to go an extra mile. A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the strategic planning cycle in the Border Management Authority to ensure alignment to the government planning framework and mandate of the Authority. Facilitate and manage the development of multi-year strategic plans, annual performance plans and other Border Management Authority planning instruments in line government's MTSF and other relevant frameworks. Manage the facilitation and development of the Border Management Authority Strategy and Operational plans. Develop and maintain appropriate governance to support the Agency's strategy and operations development process. Manage the evaluation and implementation of the strategic and operational plans. Monitor the implementation strategies and policies that impact on the BMAs operational environment and advise on corrective action where necessary. Manage governance risks and compliance. Develop and implement governance processes, frameworks and procedures

in line with statutory responsibilities. Manage physical, human and financial resources.

**ENQUIRIES** : Ms P Hlatshwayo Tel No: (012) 432 6641  
**APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: [BMArecruitment@dha.gov.za](mailto:BMArecruitment@dha.gov.za)

#### **OTHER POSTS**

**POST 09/77** : **DEPUTY DIRECTOR: FACILITY AND PROPERTY MANAGEMENT REF NO: HRMC 14/23/3**  
Branch: Border Management Authority

**SALARY** : R766 584 - R903 006 per annum (Level 11), (an all-inclusive salary package)  
**CENTRE** : Pretoria, Arcadia  
**REQUIREMENTS** : An undergraduate qualification in Business Management / Facilities or relevant tertiary qualification at NQF level 6 as recognised by SAQA. Minimum of 3 years' experience in junior managerial level in the facilities and building management environment. Knowledge of the South African Constitution. Knowledge of Public Service Regulatory Framework. Knowledge of the Public Finance Management Act, Supply Chain Management processes and procedures. Knowledge and understanding of all BMA legislations and prescripts. Good verbal and written communication skills. Decision making, follow-up, planning and organising. Knowledge and time management. Customer focus. Good telephone etiquette. Computer literacy. Adaptability, creative and innovative. Willingness to go an extra mile. A valid driver's license and willingness to travel.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the preventative maintenance activities in the Border Management Authority. Manage the development and implementation of facility plans in alignment with the strategic objectives of the Border Management Authority. Manage building related business continuity plan for Border Management Authority. Manage the maintenances of standby generators and provision of diesel to insure functionality during power cuts. Manage the provisioning and utilization of office accommodation. Manage the procurement of office accommodation for Border Management Authority. Manage facilities related contractors. Manage and monitor the work performed by the contractors. Ensure the implementation of effective risk effective risk and compliance management practices. Ensure compliance to all relevant regulatory, internal and external compliance requirements. Manage human, physical and financial resources within the Units.

**ENQUIRIES** : Ms P Hlatshwayo Tel No: (012) 432 6641  
**APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

**POST 09/78** : **DEPUTY DIRECTOR: STRATEGY & POLICY COORDINATION REF NO: HRMC 14/23/4**  
Branch: Border Management Authority

**SALARY** : R766 584 - R903 006 per annum (Level 11), (an all-inclusive salary package)  
**CENTRE** : Pretoria, Arcadia  
**REQUIREMENTS** : An undergraduate qualification in Strategic Management / Business Management / Public Management or relevant qualification field at NQF level 6 as recognised by SAQA. Minimum of 3 years' experience at a junior managerial level in Policy Research and Strategic Planning related environment. Knowledge of the South African Constitution. Knowledge of the Public Service Regulatory Framework. Knowledge of Public Finance Management Act, the Supply Chain Management process and procedures. Knowledge and understanding of all BMA legislations and prescripts. Knowledge of the National Treasury Regulations, reporting frameworks for

department and public entities, as well as critical timelines. Knowledge of the National Treasury Public Sector Risk Management Frameworks. Understanding of other best practice e.g. frameworks for Corporate Governance, compliance and reporting. Good verbal and written communication skills. Decision making. Knowledge and time management. Computer literacy. Adaptability. Decision making, follow-up, planning and organising. Knowledge and time management. Customer focus. Good telephone etiquette. Computer literacy. Adaptability, creative and innovative. Willingness to go an extra mile. A valid driver's license and willingness to travel.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and Coordinate the development of policies within the Border Management Authority. Manage the development, review and update policies and strategies in line with government frameworks within the Border Management Authority. Manage the process of policy research and policy development frameworks. Conduct investigation and advocacy research to influence appropriate and progressive policy regime that supports the BMA's business case. Manage the facilitation and development of the Border Management Authority strategy and operational plan. Develop and maintain appropriate governance structure to support the Border Management Authority's strategy and operations development process. Manage and monitor the implementation of the Border Management Authority strategies and operational plans. Manager the implementation of the operational plans for the various units in line with strategic objectives, goal and approved budgets. Ensure the implementation of effective risk and compliance management practices. Manage human, physical and financial resources within the Unit.

**ENQUIRIES APPLICATIONS**

: Ms P Hlatshwayo Tel No: (012) 432 6641  
 : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: Head Office:Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

**POST 09/79**

: **SENIOR LEGAL ADMINISTRATIVE OFFICER (MR-6) REF NO: HRMC 14/23/5 (X2 POSTS)**  
 Directorate: Litigation

**SALARY**

: R495 354 – R1 192 677 per annum. Salary will be in accordance with the OSD determination for Legally Qualified Personnel.

**CENTRE REQUIREMENTS**

: Head Office, Pretoria  
 : An LLB Degree or a 4 year' legal qualification as recognized by SAQA. 8 years' appropriate post qualification experience in a Litigation environment. Admission as an attorney or advocate is required. Knowledge of the South African Constitution as well as Court Procedures. Knowledge of the Immigration Act, Refugees Act as well as the Public Service Act and Regulations. Knowledge of the Public Finance Management Act. Knowledge of legislation governing Civic Services operations. Knowledge of the South Africa Legal system and legal practices. Understanding of Departmental legislation as well as Human Resources legislation and prescripts. Strategic capability and leadership. Service delivery and innovation. Client orientation and customer focus. People management and empowerment. Financial management, honesty and integrity. Programme and project management. Communication, knowledge and change management. Decision making. Problem solving and analysis. Business report writing and presentation skills. Influencing and networking. Planning and organising. Good negotiation and interpersonal skills. Computer literacy. A valid drivers' license, willingness to travel and work extended hours when required.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Conduct daily operations on litigation matters. Conduct research that will provide information and case law relevant to the legal matter at hand. Provide strategy in reducing litigation and cutting costs. Draft legal documents that provide clear motivation for a particular position pertaining to the case. Render legal advisory services on litigation matters. Assist in searching and finding all relevant documents for instituting and conducting an action, application and proceeding. Sending instructions to the State Attorney and ensuring that the Department is represented in litigation on behalf of, or against

the Department. Development and / or implementation of policy and procedures, directives, acts and regulations. Develop and review communications policies and codes of practice for the Directorate. Implement governance processes, frameworks and procedures. Manage physical and financial resources. Ensure effective and efficient management of staff.

**ENQUIRIES**  
**APPLICATIONS**

: Ms M Seotlela at 066 460 0372  
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

**POST 09/80**

: **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRMC 14/23/7**  
Branch: Human Resources Management & Development  
Directorate: Labour Relations

**SALARY**

: R393 714 - R463 764 per annum (Level 09), (A basic salary). In addition, a range of benefits are offered.

**CENTRE**  
**REQUIREMENTS**

: Head Office, Pretoria  
: An undergraduate qualification in Labour Relations / Labour Law at NQF level 6 as recognised by SAQA. Minimum of 3 years' experience as Labour Relations Officer / Practitioner. Experience in Labour Relations environment. Knowledge of Public Service Regulations, Labour Relations Act as well as the Human Resources Regulatory Framework. Knowledge of Collective Agreements. Accountability, capability and leadership. Client orientation and customer focus. Business continuity. Time management and decision making skills, as well as the ability to meet deadlines. Excellent Project and programme management, and Planning and Organising skills. Good written and verbal communication skills. Excellent report writing, presentation and interview skills. Analytical and problem solving skills. Influencing and networking. Computer literacy. A valid driver's license and willingness to travel.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and implement misconduct and disciplinary processes within the Department in applicable time frames. Represent the Department during disciplinary hearings. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management processes in the Department, promptly within the principles of the law. Co-ordinate / participate in the Head Office Consultative Forum (HOCF) and Departmental Bargaining Council (DBC). Represent the Department in mediation, conciliation and arbitration matters. Provide expert advice to the Department on Labour Relations matters. Conduct research on case law, trends and developments in labour law and labour relations. Establish partnerships with relevant external stakeholders on labour related matters. Compile statistical submissions / reports and report on identified trends regarding misconduct and dispute matters on a weekly and monthly basis. Facilitate / implement information sessions and workshops on Labour Relations matters. Participate in the development of Policy and Standard Operating Procedures (SOPs) which impact on the operations of the business unit. Participate in the development of the operational plan, business requirements and targets of the unit, manage programmes and projects in line with the targets of the unit, monitor target achievement and implement corrective measures proactively to ensure that targets are achieved. Report on the performance of the unit against the targets. Team management (attendance, absenteeism, staff conduct and ensure that employees are equipped with the required skills and resources to perform optimally. Monitor client satisfaction derived from services rendered by the unit and implement corrective measures when required.

**ENQUIRIES**  
**APPLICATIONS**

: Mr S Ramokopelwa at 078 459 6585  
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

<b><u>POST 09/81</u></b>	:	<b><u>ASSISTANT DIRECTOR: QUALITY OF WORK LIFE REF NO: HRMC 14/23/8</u></b> Branch: Human Resources Management & Development Directorate: Labour Relations
<b><u>SALARY</u></b>	:	R393 714 - R463 764 per annum (Level 09), (A basic salary). In addition, a range of benefits are offered.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Pretoria An undergraduate qualification Psychology at NQF level 7 as recognised by SAQA. Minimum of 3 years' experience at Senior Employee Wellness Practitioner level. Registration with the Health Professions Council of South Africa (HPCSA). Experience in Quality of Work Life Management or Employee Health and Wellness environment. Knowledge and understanding of Employee Health and Wellness Programme. Knowledge and understanding of Employee Health and Wellness Strategic Framework. Knowledge and understanding of HIV and AIDS, STI, TB and chronic illness. Understanding of the Mental Health Act. Knowledge and understanding of Quality of Work Life Programme as well as the Work Life Balance. Knowledge of Public Service Regulatory Framework. Understanding of Departmental Legislations and Prescripts. Accountability, capability and leadership Counselling skills. Client orientation and customer focus. Conflict management and resolution Service delivery innovation. Work life balance assessment. Problem solving, Planning and Organising. Project and Programme administration. Business continuity, presentation and interpersonal skills. Strong influencing and networking. Strong analytical skills. Good communication and facilitation skills. Business report writing. Computer literacy. Supervisory skills A valid driver's license and willingness to travel.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and implement employee health and wellness operations in the Department. Develop and coordinate the implementation of Intergraded Employee Health and Wellness Programmes. Provide advice, counselling and aid to employees in the Department and family members. Provide mental health services to employees and immediate family members. Promote healthy lifestyle and awareness campaigns through calendar awareness events. Facilitate HIV and AIDS, STI, TB and other Chronic Illness programmes. Facilitate and implement work life balance activities for employees in the Department. Facilitate appropriate education, information sharing sessions and prevention programmes for the Department. Facilitate wellness functional wellness Committees in the Department with adequate representation and support from all relevant stakeholders. Facilitate and assess the quality reports, invoices and case registers received from services providers in line with SLA. Establish business transformation and partnership with various stakeholders. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure effective risk and compliance management. Monitor quality, risk, standards and practices against prescribed frameworks. Implement legislation, policies, and guidelines related to Employee Health Wellness. Manage human and physical resources. Participate in the development of Operational Plan of the Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L Moshoeite at 083 783 0934 Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at <a href="http://www.gov.za">www.gov.za</a> , by the closing date to: Head Office:Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001
<b><u>POST 09/82</u></b>	:	<b><u>LEGAL ADMINISTRATIVE OFFICER (MR 1-5) (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R207 429 – R953 979 per annum. Salary will be in accordance with the OSD determination for Legally Qualified Personnel.
<b><u>CENTRE</u></b>	:	Head Office, Pretoria, Directorate: Litigation Ref No: HRMC 14/23/6a (X4 Posts) Head Office, Pretoria, Standing Committee for Refugee Affairs (SCRA) Ref No: HRMC 14/23/6b (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Qualification: An undergraduate qualification in LLB / BProc at NQF level 6 as recognized by SAQA. Admission as an Attorney or Advocate is required for MR2-5 only. Experience: <b>(MR1)</b> no previous legal experience is required. <b>(MR2)</b> 1 year appropriate post qualification legal experience in a litigation

environment. **(MR3)** 2 years' appropriate post qualification legal experience in a litigation environment. **(MR4)** 5 years' appropriate post qualification legal experience in a litigation environment. **(MR5)** 8 years' appropriate post qualification legal experience in a litigation environment. Knowledge of the South African Constitution as well as Court Procedures. Knowledge of the Immigration Act, Refugees Act as well as the Public Service Act and Regulations. Knowledge of the Public Finance Management Act. Knowledge of legislation governing Civic Services operations. Knowledge of the South Africa Legal system and legal practices. Understanding of Departmental legislation as well as Human Resources legislation and prescripts. Competencies: MR1 requires legal, research drafting, case flow management and computer literacy. Interpersonal relations. Good written and verbal communication. Competencies: MR2-5 requires legal research and drafting, dispute resolution, case flow management and service delivery innovation. Planning and decision making. Interpersonal relations. Written and verbal communication. Programme and project management. Client orientation and customer focus. Financial and change management. Decision making and negotiation skills. Good interpersonal skills. Business report writing and presentation skills. A valid drivers' license, willingness to travel and work extended hours is required at all levels.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: (MR1) Administer daily operations on litigation matters. Analyse litigation trends and provide strategy in reducing litigation and cutting costs. Consult with line managers and provide advice on policy implementation. Sending instructions to the State Attorney and ensuring that the Department is represented in litigation on behalf of / or against the Department. Propose approach to be followed to ensure success. Compile legal research principles of the various cases. Conduct case law research relevant to the legal matter at hand. Be guided in presenting motivation on how specific cases should be approached to obtain desirable / justification outcomes. Compile interview principles for the purpose of determining line function's goals and objectives. Provide possible courses of action in relation to legal entitlements and client instructions. Accurately document an interview on advise provided. Render administrative duties in relation to the litigation function. (MR2-5) Conduct daily operations on litigation matters. Conduct research that will provide information and case law relevant to the legal matter at hand. Provide strategy in reducing litigation and cutting costs. Render legal advisory service on litigation matters. Assist in searching and finding all relevant documents for instituting and conducting an action, application and proceeding. Develop and / or implement policy and procedure, directives, acts and regulations. Develop and review communication policies and codes of practice for the Directorate. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Manage physical and financial resources. Develop the workplan for the Unit to ensure the achievement of targets and goals.

**ENQUIRIES**

: Litigation: Ms M Seotlela Tel No: 066 460 0372  
 SCRA: Mr H De Vos Tel No: 072 645 3221

**APPLICATIONS**

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001