

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.

<u>APPLICATION</u>	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
<u>CLOSING DATE</u>	:	02 March 2026
<u>NOTE</u>	:	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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

<u>POST 05/288</u>	:	<u>LOGISTICAL CLERK/ DRIVER REF NO: DPSA 01/2026</u>
<u>SALARY</u>	:	R193 359 per annum (Level 04). Annual progression up to a maximum salary of R227 766 per annum is possible, subject to satisfactory performance.
<u>CENTRE REQUIREMENTS</u>	:	Grade 10 Certificate at NQF Level 2 or ABET Level 1 as recognized by Umalusi or SAQA. Relevant experience: a Valid Code 8 driver's license. Knowledge of the city or cities in which the function will be performed. Knowledge of Transport Policy, Knowledge of the National Road Traffic Act. Generic Skills: Client orientation and customer focus, Problem solving, Decision Making, Diversity Management, Communication, and Information management, Interpersonal, Facilitation, Negotiation, Presentation, Report writing, Computer literacy.
<u>DUTIES</u>	:	Inspection of vehicle (Water, Fuel, Oil, and Damages), Collect, deliver, and dispatch correspondence and parcels, Transportation of officials to and from their destinations relating to official business, Render general transport duties to departmental officials, Ad hoc transport, and administration duties as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. G. Moshatane Tel No: (012) 336 1440 Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed your application to Advert012026@dpsa.gov.za
<u>POST 05/289</u>	:	<u>CLEANER REF NO: DPSA 02/2026</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02). Annual progression up to a maximum salary of R163 131 per annum is possible, subject to satisfactory performance.
<u>CENTRE REQUIREMENTS</u>	:	ABET level 04 (Grade 09) or equivalent qualification at NQF level 1. No experience required. Skills and Competencies: Communication skills, interpersonal skills, Planning skills and Initiative. Ability to recognize safety

<u>DUTIES</u>	hazards. Operation of the office equipment and problem solving. Ability to work in a team and concern for others. Provisioning of cleaning services, clean office corridors, elevators and boardrooms, dust and wax office furniture, sweep, scrub, wax, vacuum and shampoo floors, clean walls, windows and doors, empty and clean dirt bins, collect and remove waste papers, freshen office areas. Clean general kitchens by cleaning basins, wash and keep stock of the kitchen utensils. Clean restrooms by refiling hand wash liquid soap, replacing toilet papers, hand towels and refreshers. Keep and maintain cleaning materials and equipment, report broken cleaning machines and equipment. Clean machines (microwaves, vacuum cleaners, etc.) after use. Request cleaning materials.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Mr. R. Raath Tel No: (012) 336 1110 Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed your application to Advert022026@dpsa.gov.za