

**DEPUTY DIRECTOR-GENERAL:  
ASSET INVESTMENT MANAGEMENT**

•Salary: All-inclusive negotiable package of R1 299 501 - R1 463 892 per annum including a basic salary (60% of package), State's contribution to Government Employees Pension Fund (15% of package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests •Ref: 2017/09 •Centre: Head Office (Pretoria)

**Requirements:** •An undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) in Asset Management, the Built Environment, Commerce, Legal or Business Administration as recognised by SAQA plus 8-10 years experience at senior managerial level in the property and/or built environment. **Knowledge:** •Relevant property management and built environment legislation •Best-practice Asset Management processes •Department's internal business process •Property and construction •Client relations •Financial management •Supply Chain Management •Change management •Black Economic Empowerment Act •Preferential Procurement Policy Framework Act. **Skills:** •Advanced report-writing •Advanced communication •Language proficiency •People management •Computer literacy •Negotiation •Analytical thinking •Facilitation •Strategic planning •Time management •Programme and project management •Conflict management •Problem identification and solving •Organising and planning •Policy formulation •Decision-making •Motivation •Numeracy •Advanced interpersonal and diplomacy. **Personal Attributes:** •Innovative •People-orientated •Resourceful •Ability to meet tight deadlines while delivering excellent results •Ability to communicate at all levels and participate at an Executive level •Ability to establish and maintain personal networks •Assertive •Hardworking •Trustworthy •Highly motivated •Ability to work independently.

**Duties:** •Effectively manage the life-cycle of immovable assets under the custodianship of the Department of Public Works for the State •Manage three Chief Directorates that fall under Asset Management, ie Performance Management •Assist the Director-General with the formulation and implementation of the Department's Asset Management •Implement NIMS and GIAMA •Account for the branch's performance in terms of Human Resources and Finance •Develop disposal strategies and plans •Ensure a high level of customer satisfaction through the provision of service delivery •Ensure high level of accuracy and data integrity •Champion Department's initiatives aimed at transforming the property industry •Maximise the value and returns on State property assets •Ensure continuous improvement in Asset Management practices •Ensure that immovable property owned and/or used by the State for delivering various Government services yield functional and economic benefits to the State •Provide progress and financial reports to the Director-General of Public Works •Ensure that all Asset Management plans for the National Department comply with the PFMA •Manage the immovable Asset Register Enhancement programme (ARE) •Prioritise maintenance and capital budgets •Manage devolution of budget and accommodation changes •Manage the disposal programme (rationalisation) •Provide strategic leadership to the construction and property industries.

**Enquiries:** Mr S.C. Zaba, tel. 012 406 1668 / 1544.

**DEPUTY DIRECTOR-GENERAL: PROJECTS**

•Salary: All-inclusive negotiable package of R1 299 501 - R1 463 892 per annum including a basic salary (60% of package), State's contribution to Government Employees Pension Fund (15% of package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests •Ref: 2017/10 •Centre: Head Office (Pretoria)

**Requirements:** •An undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) in Asset Management, the Built Environment, Commerce, Legal or Business Administration as recognised by SAQA plus 8-10 years experience at senior managerial level in the property and/or built environment •Willing to adapt work schedule in accordance with professional requirements •Driver's licence •Required to travel •Security Clearance. **Knowledge:** •Applicable legislation, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act •Functioning of national, provincial and local government •Structure and functioning of the Department, Parliamentary protocol processes, Linkages with government clusters, Departmental standards and regulations •Knowledge of Built Skills •Advanced report writing •Advanced communication •Analytical thinking •Facilitation skills •Strategic planning •Programme and project management skills •Conflict management •Advanced interpersonal and diplomacy skills •Organising and planning •Policy formulation •Decision making skills •Numeracy •Sound analytical and problem identification and solving skills. **Personal Attributes:** •Analytical thinking •Innovative •Creative •Ability to work under stressful situations •Ability to communicate at all levels •Ability to meet tight deadlines whilst delivering excellent results •People orientated •Ability to work effectively and efficiently under pressure •Able to establish and maintain personal networks •Hard-working •Highly motivated.

**Duties:** •Establish the effective structure and processes of the Projects branch •Lay down procedures and guidelines for the implementation of proper control and administration •Ensure compliance by the Department with all statutory requirements •Compile executive reports on the functioning of the components within Projects branch •Develop an integrated business system that will assist with business planning of the Projects branch •Develop an integrated business system of the Department that monitors and reports on service level standards •Promote strategic planning and transformation of the Department according to the requirements of the Public Service Act and related legislation •Participate in the Top Management team and strategic leadership of the Department •Provide with support to the organisational affairs of the Minister and the implementation of policy •Act in higher capacity as and when required •Support the Executive Authority, the Director-General with the formulation and implementation of the Department's strategy •Represent the Department in key meetings/forums with internal and external stakeholders •Monitor the budget and expenditures on Projects branch •Provide guidance and support to the Department with respect to the organisational image, trends and direction.

**Enquiries:** Mr S.C. Zaba, tel. 012 406 1668 / 1544.

**CHIEF FINANCIAL OFFICER**

•Salary: All-inclusive negotiable package of R1 299 501 - R1 463 892 per annum including a basic salary (60% of package), State's contribution to Government Employees Pension Fund (15% of package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests •Ref: 2017/11 •Head Office (Pretoria)

**Requirements:** •An undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) in Finance or Accounting as recognised by SAQA plus 8-10 years experience at senior managerial level in the finance environment •A CA/ CIMA qualification and/or a business economics background would be an advantage. **Knowledge of and experience in:** 1) GAAP accounting, including IFRS and IAS standards. 2) Modified cash basis of accounting and Government Financial systems. 3) Government Supply Chain Management process. 4) Regulatory frameworks such as PFMA, PPPFA, MTEF and relevant regulations •Strategic thinking, leadership skills, planning and organising skills •Problem solving abilities •Experience in contract management.

**Duties:** •Lead the development, implementation and maintenance of Finance and Supply Chain Management policies, Trading Account directives, guidelines and strategic plans •Effective and efficient management of the Department's budget as well as that of its Trading account •Provide management support on the effective management of the Department in relation to the Finance and Supply Chain Branch •Effective management and implementation of good corporate governance within the Department •Effective management of the Finance and Supply Chain Management branch •Ensure compliance with the PFMA and related prescripts in the execution and management of the Department's affairs •Report, on a regular basis, to relevant stakeholders and authorities on the performance of the Department in the Branch's functional areas •Ensure sound management of the accommodation-related budgets of client Departments •Develop a risk management framework for the Department and ensure compliance thereof.

**Enquiries:** Mr S.C. Zaba, tel. 012 406 1668 / 1544.

**CHIEF DIRECTOR: SECURITY MANAGEMENT**

•Salary: All-inclusive salary package of R1 068 564 per annum (package to be structured in accordance with the rules of the Senior Management Services) •Ref: 2017/12 •Centre: Head Office (Pretoria)

**Requirements:** •An undergraduate qualification (NQF Level 7) in Safety and Security Management disciplines/Police Science, Management Science, Legal and Behavioural Science as recognised by SAQA plus 5 years experience at a senior managerial level with extensive experience in safety/security management, administration and forensic investigation •Willing to successfully attend prescribed training courses •Driver's licence •Prepared to travel and be absent for prolonged periods •Prepared to work irregular and long hours •Expected to work overtime •Prepared to disclose their financial interests •Security clearance •State Security Agency (SSA) Advisor/ Management course. **Knowledge:** •Relevant legislation related to public security, including the Minimum Information Security Standards (MISS) Act; disciplinary procedures and what constitutes unprofessional conduct; Departmental business processes; National Strategic Intelligence Act; national information security policy; risk and threat management; safety and security management and administration, including security auditing; physical security measures; contingency planning; occupational health and safety; personnel security; document security; surveillance;

information technology security; fire regulations and fire protection; and communication security (cryptography); security vetting; security breaches and investigations. **Skills:** •Advanced leadership and management skills •Effective communication at all levels •Report writing •Presentation skills •Planning and organisation •Relationship management •Programme and project management •Interpersonal and diplomacy skills •Computer literacy •Detection skills •Analytical thinking •Problem solving skills •Decision making skills •Motivational skills •Conflict management. **Personal Attributes:** •Tenacity; dedication; honesty; exceptional level of integrity; objectivity; innovation; resourcefulness; adaptability; creative; solution orientated - ability to design ideas without direction; ability to manage conflict and work under stressful situations; ability to communicate at all levels; people orientated; hard-working; highly motivated.

**Duties:** •Ensure the identification of risks and threats to the security of the Department, and vulnerabilities in the organisational capacity to counter such •Ensure the development and implementation of appropriate security measures and procedures •Ensure policy development and implementation •Ensure integration of all security-related aspects with regard to personnel, documents, physical security, communications, computers and surveillance activities •Ensure the effective management of vetting applications and security clearances •Maintain records of security incidents •Conduct physical security appraisals •Monitor the extent of compliance •Ensure effective implementation; recommend interventions/improvements/disciplinary measures where appropriate •Provide management reports •Ensure that screening of companies, contractors and consultants and pre-employment to all potential employees is conducted •Ensure that verification of academic qualifications, criminal records checks, citizenship verification, financial/asset record checks and previous employment verification for Departmental employees is conducted.

**Enquiries:** Mr S.C. Zaba, tel. 012 406 1668 / 1544.

**REGIONAL MANAGER (REGIONAL HEAD) (3 POSTS)**

•Salary: All-inclusive salary package of R1 068 564 per annum (total package to be structured in accordance with the rules of the Senior Management Service) •Centres: Bloemfontein Regional Office - Ref: 2017/13A; Kimberly Regional Office - Ref: 2017/13B; Pretoria Regional Office - Ref: 2017/13C

**Requirements:** •An undergraduate qualification (NQF Level 7) in Property, Built Environment discipline, Management Science, Behavioral Science or Legal and 5 years experience at a senior managerial level •Extensive experience in property and the built environment. **Knowledge:** •Property management •Public Finance Management Act •Government budget procedures/timeframes (MTEF) •Financial management and administration •Project management •Construction regulations •Financial administration processes and systems •Public Service Act •Public Service Regulations •Financial manual •Treasury Regulations. **Skills:** •Construction management •Financial management •Client/Customer relations •Intergovernmental relations •People management •Presentation •Competency in policy analysis and development •Negotiation •Communication •Management skills in general •Advanced report-writing •Planning and organising •Diplomacy •Policy analysis and development •Problem solving •Presentation •Budgeting.

**Duties:** •Take responsibility for the overall management of the Regional office •Effectively manage the capital and maintenance budget to promote Black Economic Empowerment •Support development and empowerment initiatives of Government and DPW in particular •Effectively implement construction projects on behalf of client departments •Provide office accommodation to client Departments •Participate in intergovernmental forums and regularly review programmes and report on progress •Ensure financial management of the Region •Develop, review and implement the Region's Business plan in line with the strategic plan •Ensure implementation of the departmental strategic plan in the Regional office •Manage the implementation of the department's operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/Customer and stakeholder relations, property management, people management and financial management •Over and above the functions outlined, the Regional Manager will also manage the facilities management function for DPW in the Regional office.

**Enquiries:** Mr S.C. Zaba, tel. 012 406 1668 / 1544.

**DIRECTOR: FINANCIAL ACCOUNTING**

•Salary: All-inclusive salary package of R898 743 per annum (to be structured in accordance with the rules of the Senior Management Service) •Ref: 2017/14 •Centre: Head Office (Pretoria)

**Requirements:** •An undergraduate qualification (NQF Level 7) in Financial Accounting/ Financial Management as recognised by SAQA plus 5 years experience at middle/ senior managerial level in financial management and reporting •CA qualification will be an advantage. **Knowledge:** •The Public Finance Management Act (PFMA), Public Service Regulations, National Department of Treasury Regulations, guidelines and directives, Government budget systems and procedures, Government Financial Systems (PERVAL, PMIS, WCS, LOGIS and BAS) •Financial prescripts (GAAP and GRAP). **Skills:** •Planning and organising •Problem solving •Interpersonal and diplomacy •Ability to conduct research and gather information •Ability to work on specific time frames •Report writing •Management skills •Numeric skills. **Personal Attributes:** •Creative •Dedicated •Approachable •Hardworking •Trustworthy •Ability to communicate at all levels •Analytical thinking.

**Duties:** •The designing, implementation and maintenance of the Directorates' strategic plans •Develop detailed strategic action plans •Provide a framework for financial risk assessments •Lead and provide direction towards realising the Department's strategic plans •Establish, implement and maintain performance measurers •Ensure that business processes are in line with strategic plans •Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals •Maintain a conducive relationship with stakeholders •Compile reports on matters precluding the attainment of set objectives •Compile and submit annual financial statements •Effective management of accounts receivable (Inter-departmental claims and debtors) as well as the implementation and maintenance of debt risk management system •Develop, implement and maintain debt repayment periods •Ensure that all clients are timely billed •Manage debt contract documentation process •Oversee the production of reflective debt analysis reports •Review debt collection process •Manage the compilation of accounts receivable financial reports •Effective management of accounts payable •Implementation and maintenance of accounts payable internal control systems •Maximise the accurateness of payments instruments •Manage the verification of payments interfaces •Manage the accounts payable contract documentation process •Ensure the timely payment and settlement of accounts payable •Oversee the production of account payable financial reports •Effective management of the Financial Accounting Directive •Collate all Sub-directorate financial reports, including regions •Provide management support to the line manager with the compilation of annual financial records •Manage all resources allocated to the Directorate •Develop and maintain inter-relations with stakeholders •Facilitate capacity building initiatives •Oversee timely resolution of audit queries •Compile and present reports on the functioning of the Directorate.

**Enquiries:** Mr A. Mazibuko, tel. 012 406 1412

**DIRECTOR: PROPERTY MANAGEMENT (3 POSTS)**

•Salary: All-inclusive salary package of R898 743 per annum (total package to be structured in accordance with the rules of the Senior Management Service) •Centres: Cape Town Regional Office - Ref: 2017/15A; Durban Regional Office - Ref: 2017/15B; Pretoria Regional Office - Ref: 2017/15C

**Requirements:** •An undergraduate qualification (NQF Level 7) in Property Management, Real Estate, Property Law, B.Com (majoring in Accounting or Economics, Management Sciences or other related field as recognised by SAQA) plus 5 years experience at a middle/senior managerial level with extensive relevant experience in the property environment •Knowledge and understanding of the Public Finance Management Act •Willingness to travel and a valid driver's licence. **The following will serve as recommendations:** •Dynamic leadership skills •Proven managerial experience and skills •The ability to work to a plan and co-ordinate the work of diverse groups •Knowledge of budgeting and control •Knowledge of business planning and co-ordination •Strong interpersonal skills and ability to build relationships •Strong negotiation skills.

**Duties:** •Acquisition and management of properties on behalf of the Department •Disposal of superfluous properties in accordance with the policies and procedures of the Department •Procure leased accommodation on behalf of clients (National Government Departments) in accordance with approved needs assessments •Understanding of the maintenance and update of Property Management Systems (Fixed Asset Register to ensure correct and timely payments on municipal services, rates and taxes for all state owned properties and rental of leased properties as well as payments for all services to properties) •Co-ordinate the work of the various units within the Property Management Directorate •Ensure optimal utilisation of both state owned and leased properties and effective contract administration •Generate revenue on surplus and functional properties •Ensure maintenance of leases and state-owned properties •Management of the Directorate.

**Enquiries:** Mr S.C. Zaba, tel. 012 406 1668 / 1544.

**DIRECTOR: SECURITY MANAGEMENT**

•Salary: All-inclusive salary package of R898 743 per annum (to be structured in accordance with the rules of the Senior Management Services) •Ref: 2017/16 •Centre: Head Office (Pretoria)

**Requirements:** •An undergraduate qualification (NQF Level 7) in Safety and Security Management disciplines/Police Science, Management Science, Legal or Behavioural Science as recognised by SAQA plus 5 years experience at a middle/ senior managerial level in safety/security management and administration, forensic investigation and examination criminal law •Willing to successfully attend prescribed training courses •Prepared to travel and be absent for prolonged periods •Prepared

to work irregular and long hours •Expected to work overtime •Prepared to disclose their financial interests •Security clearance •State Security Agency (SSA) Manager course. **Knowledge:** •Relevant legislation related to public security, including the Minimum Information Security Standards (MISS) Act; disciplinary procedures and what constitutes unprofessional conduct •Departmental business processes •National Strategic Intelligence Act national information security policy •Risk and threat management; safety and security management and administration, including security auditing; physical security measures; contingency planning; occupational health and safety; personnel security; document security; surveillance; information technology security; fire regulations and fire protection; and communication security (cryptography); security vetting; security breaches and investigations. **Skills:** •Strategic capability and leadership •People management and empowerment •Programme and project management •Financial management •Change management •Knowledge management •Service delivery innovation •Problem solving •Client orientation and customer focus •Effective communication at all levels •Report writing •Presentation skills •Planning and organisation •Relationship management •Interpersonal and diplomacy skills •Computer literacy •Detection skills •Analytical thinking •Problem solving skills •Decision making skills •Motivational skills •Conflict management. **Personal Attributes:** •Tenacity; dedication; honesty; exceptional level of integrity; objectivity; innovation; resourcefulness; adaptability; creative •A valid driver's licence.

**Duties:** •The management and coordination of the total security function of the Department •Identify risks and threats to the security of the Department, and vulnerabilities in the organisational capacity to counter such •Develop and implement appropriate security measures and procedures •Develop and implement the policy •Ensure integration of all security-related aspects with regard to personnel, documents, physical security, communications, computers and surveillance activities •Advise management regarding the security implications of executive decisions •Facilitate the management of security-related issues by the Security Committee ensure the effective management of vetting applications and security clearances •Maintain records of security incidents •Manage the execution of vetting field-work investigations within the Department •Manage the execution of vetting field-work investigations within the Department •Conduct physical security appraisals •Monitor the extent of compliance; ensure effective implementation; recommend interventions/improvements/disciplinary measures where appropriate; provide management reports •Conduct screening of companies, contractors and consultants •Conduct verification of academic qualifications of DPW officials •Verification of criminal records checks, citizenship verification, financial/asset record checks and previous employment verification •Conduct pre-employment screening to all potential employees •Creating a database of pre-cleared contractors and consultants with the prestige portfolio •Conducting workshops to companies, contractors and consultant for security screening requirements; liaise and interact regarding planned and unplanned inspections; liaise regarding information security; liaise regarding physical security requirements and problems, and measures to address such; report incidents or suspected incidents of security breaches and/or leakages of sensitive information for investigation •Manage budget and expenditure of the component efficiently •Compile budgetary reports •Manage the administration and development of staff; provide reports on branch performance issues; ensure capacity and sustainability of staff of the component.

**Enquiries:** Mr S.C. Zaba, tel. 012 406 1668 / 1544.

**DIRECTOR: PRESTIGE PROPERTY MANAGEMENT**

•Salary: All-inclusive salary package of R898 743 per annum •Ref: 2017/17 •Centre: Cape Town Regional Office

**Requirements:** •A three-year tertiary qualification in Property Management, Management Science, Legal or other related field •Extensive experience in the property environment of which 5 years should be at middle management level •A driver's licence. **Knowledge:** •Public Finance Management Act, Property Economics, Government Budget procedures/time frames, MTEF, Construction regulations, Business, accounting and financial systems, Financial administration processes and systems, Work Control System (WCS), Basic Accounting System (BAS). **Skills:** •Effective communication •Advanced report-writing •Computer literacy •Planning and organising •Policy analysis and development •Problem-solving •Presentation •Advanced numeracy •Budgeting. **Personal Attributes:** •Innovative •Creative •Hardworking •Self-motivated •The ability to work under pressure •The ability to communicate at all levels •Analytical thinking •Trustworthy •Willingness to adapt work schedule in accordance with professional requirements.

**Duties:** •Verify the client's request to ensure that it was forwarded via the Minister's office •Ensure that an acknowledgment letter is forwarded to the client informing them of the Project Manager assigned to the project, e.g. Interior, Technical •Attend client consultations to establish the need/requirements for clients and guide them according to the Ministerial Handbook •Provide a report to clients on progress regarding the project in execution and provide time frames •Ensure a completion letter is forwarded to the client informing them that the project is completed •Issue procurement instruction and pre-design information to Project Managers •Interact with Project Managers regarding Prestige projects •Liaise with Interiors, Technical Maintenance and Inspectors with regard to scheduling of appointments with clients •Liaise with Project Managers on progress per project •Schedule meetings with all internal role-players, clients and consultants for a briefing meeting with Project Managers •Coordinate meetings with executing units and service providers within DPW •Liaise with Finance and Provisioning for issuing of orders and payments to service providers •Liaise with ECDP for contractors on the Prestige database •Optimise Prestige helpdesk as a central point of lodging complaints •Ensure accurate updated Prestige Asset register and Spreadsheet for projects •Use Sub Bid Committee to expedite furniture purchasing •Manage, coach and monitor performance of subordinates •Arrange bilateral meetings with Prestige clients.

**Enquiries:** Mr M. Sazona, tel. 012 406 1963 / 1322.

**DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT**

•Salary: All-inclusive salary package of R779 295 per annum •Ref: 2017/18 •Centre: Mthatha Regional Office

**Requirements:** •A National diploma/degree in Human Resources Management/ Social Sciences •Extensive experience in the Human Resources Management/Social Sciences •Extensive experience in the Human Resources Management environment. **Knowledge:** •PERVAL •The Public Service Act •Public Service Regulations •Financial manual •Treasury Regulations and prescripts from the Department of Public Service and Administration. **Skills:** •Management •Analytical thinking •Language proficiency •Report writing •Numeracy •Research •Organising and planning •Computer literacy •Advanced interpersonal and diplomacy •Decision making •Project management. **Personal Attributes:** •Innovative •Creative •Resourceful •Energetic •Helpful •Ability to work effectively and efficiently under sustained pressure •Ability to meet tight deadlines •Ability to communicate at all levels •People orientated •Trustworthy/Reliable •Assertive •Hard working •Highly motivated •Ability to work independently.

**Duties:** •Effective and efficient implementation of recruitment processes in the Region •Ensure proper recruitment and placement of staff •Ensure compliance to the recruitment policy •Implement job evaluation results •Develop a comprehensive employment equity plan for the Region •Oversee proper administration of Regional establishments on PERSAL •Effective management of conditions of services •Approve PERSAL transactions •Improve the overall leave circular by setting out procedures in the Region •Reduce delays of pension benefit payments •Interpret and implement Human Resources Administration policies •Ensure proper records management •Effective and efficient development of personnel in the Region-market external/ internal bursaries •Ensure recognition of prior learning •Implement learnerships, internships and ABET •Build relationships with stakeholders •Monitor and evaluate the Performance Management and Development System •Ensure proper bursary payments •Implement findings and results of skills audit •Implement PMDS audit findings before the next appraisals •Conduct skills audit on all Regional staff •Conduct orientation and induction in the Region •Compile training reports for the Region •Effective management of sound labour relations and matters of mutual interest •Ensure the facilitation of disciplinary processes •Advise line managers and staff on Labour Relations matters •Improve quality of consultancy between human resources and management on an ongoing basis •Implement the disciplinary and grievance management policy •Ensure finalisation of cases within regulated timeframes.

**Enquiries:** Mr S.C. Zaba, tel. 012 406 1668 / 1544.

**CLOSING DATE: 7 JULY 2017**

**Note:** All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidates to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

All applications, quoting the relevant reference number and the center of the post, should be submitted to: **HEAD OFFICE:** The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or Central Government Offices Building, Corner of Vermeulen (Madiba) and Bosman Streets, Pretoria. Attention: Ms N.P. Mudau.

**Note:** An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. **Note:** It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.