PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 25 OF 2019
DATE ISSUED: 12 JULY 2019

1. Introduction

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

AMENDMENTS:

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (UMFOLOZI TVET COLLEGE): Kindly note that the post of Assistant Risk Officer with Ref No: 2019/055 advertised in Public Service Vacancy Circular 22 dated 21 June 2019 has been withdrawn. Sorry for the inconvenience.

DEPARTMENT OF PUBLIC WORKS: Kindly note that the post of Assistant Administration Officer: Movable Assets Management with Ref No: 2019/163 (X1 Post), Centre: Port Elizabeth Regional Office advertised in Public Service Vacancy Circular 23 dated 28 June 2019 has been advertised with the wrong salary of R163 563; the correct salary is R173 703 and the post of Cleaner: Facilities Management with Ref No: 165 A-F (X7 Posts) has been advertised with incorrect Centre and the correct Centre is Polokwane Regional and the post of Office, Director, Portfolio Performance and Monitoring with Ref No 2016/169 has been advertised with incorrect Centre, the correct Centre is Head Office (Pretoria) and the post of State Accountant: Billing and Revenue with Ref No 2019/173 has been withdrawn.

Gauteng Department of Social Development: Kindly note that the post of Assistant Director: Information and Knowledge Management Systems with Ref No: SD/2019/07/03 advertised in Public Service Vacancy Circular 24 dated 19 July 2019; the duties and requirements of the post has been amended as follows:

REQUIREMENTS: A relevant Degree with 3 years’ experience or National Diploma in Information Technology related qualification. 3-5 years’ experience in ICT environment. Knowledge on ArcGIS, will be an added advantage. A valid drivers’ license. Skills and...
Competencies: Knowledge and understanding of legislative framework governing the Public Service in ICT environment. Knowledge and understanding of Geographic Information System (GIS). DUTIES: Assist in the collation of data sets from business units including all relevant role players within the Social Sector. Providing quality assurance of packaged data. Monitoring the Departmental Information repositories. Assisting in maintaining Departmental databases. Supervising the mapping and geocoding process. Assisting in the creation of maps as per downloaded points. Assist in the analysis of spatial reports for business units. Assist in the development and implementation of Information and Knowledge Management strategy, policies and standards. Coordinating information and knowledge in line with best practices. Coordinating awareness sessions on information and knowledge management.