

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>CLOSING DATE</u>	:	01 July 2025
<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.

OTHER POSTS

<u>POST 20/57</u>	:	<u>INTERNAL AUDITOR REF NO: DPSA 10/2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08). Annual progression up to a maximum salary of R467 790 per annum is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate, Minimum qualification at NQF level 6 in Internal Auditing. Minimum of 2 years' experience in Internal Audit. Knowledge of Public Service Regulatory Framework, Knowledge of the Institute for Internal Auditors (IIA) Standards for the Professional Practice of Internal Audit. Knowledge of Internal Audit policies, including the Audit Charter and Audit Methodology. Technical skills: Analytical skills, Investigative skills. Generic skills: Team player, numeracy, policy analysis, attention to detail, client orientation and customer focus, continuous improvement, problem solving, decision making, communication and information management, interpersonal, planning and organising, presentation, report writing and computer literacy.
<u>DUTIES</u>	:	Plan audit engagement as per annual audit plan. Conduct team briefing: open engagement file, file organisation and referencing based on IIA standards and audit methodology before execution, Audit Project Planning Memorandum. Prepare engagement notice. Invite for opening meeting. Prepare engagement letter. Attend audit engagement opening meeting. Document minutes of the meetings attended. Collect background information regarding the auditable area: document system description based on information collected. Develop an audit objective, audit risk, control and audit procedures (ORCA). Execute allocated audit engagements as per annual audit plan. Perform audit procedures as stipulated in ORCA, through testing of controls and analytical procedures. Collect results of working paper. Conclude work performed and raise the findings, where applicable. Document and communicate the raised findings on control inefficiencies, if applicable. Develop audit report as per the audit conducted and communicate the results with the auditee (relevant unit). Document audit findings on control ineffectiveness of inefficiencies. Discuss exceptions with management and obtain management responses. Assist in preparation of a draft audit report and update management comments. Issue the invite for closing meeting and attend closing audit engagement meeting. Document minutes of the meetings attended. Provide administration support

		services. Assist in the preparation and compiling of the Three-Year Rolling Internal Audit Plan and Annual Internal Audit Plan, for DPSA.
<u>ENQUIRIES</u>	:	Mr. James Agenbag Tel No: (012) 336 1420
<u>APPLICATIONS</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. E-mail your application to Advert102025@dpsa.gov.za
<u>POST 20/58</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR3-4) REF NO: DPSA 09/2025</u>
<u>SALARY</u>	:	R324 579 – R444 075 per annum, (Salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior certificate and an LLB or four (4) year legal qualification as recognised by SAQA. 2 to 13 years' appropriate post-qualification legal experience. Good knowledge of the South African legal system, public service legislation and policy frameworks, law of contract, legal compliance, litigation management, drafting of legislation and other legal instruments; ability to conduct legal research, provide opinions and work independently; Sound knowledge of legislative processes, the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Service Act, Public Administration Management Act, and Public Finance Management Act is required. Good interpersonal, problem-solving, and dispute-resolution skills; must be computer literate; good communication and writing skills and willingness to travel are essential.
<u>DUTIES</u>	:	To provide professional legal support and advice to the Department and Ministry. Drafting and scrutiny of public administration legislation, providing guidance to the Department in respect of legislative processes and participating in policy processes requiring reflection or amendment in legislation. Support litigation processes. Provide support in respect of technical quality, adherence to best practices, and consistency with the Constitution and other primary legislation of the DPSA.
<u>ENQUIRIES</u>	:	Ms. Mmasetshaba Letwaba Tel No: (012) 336 1638
<u>APPLICATIONS</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. E-mail your application to Advert092025@dpsa.gov.za