

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.



- APPLICATIONS** : 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.
- CLOSING DATE** : 14 September 2026
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at <https://www.dpsa.gov.za/newsroom/psvc/>. "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 Qualifications 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

- POST 31/65** : **PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL REF NO: DPSA 23/2026**
- SALARY** : R338 106 per annum (Level 07). Annual progression up to a maximum salary of R398 277 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and a Diploma in Office Management / Office Administration / Business Administration or equivalent qualification at a minimum of NQF level 5 as recognised by SAQA. Minimum of 3 years' experience in providing support services at executive level to senior management. Knowledge of the Public Service Regulations. Sound knowledge of Microsoft Office suite. Be prepared to work extra hours.
- DUTIES** : Manage the Director-General's diary and prioritise the Director-General's meetings. Inform the Director-General ahead of commitments and prepare meeting documents. Schedule appointments and meetings for/and with the Director-General. Manage incoming and outgoing correspondence. Establish and maintain a filing and document management system in the office of the Director-General. Undertake follow-ups on issues raised by the Director-General to stakeholders (internal and external). The incumbent would be required to take minutes at the DG's internal meetings. Co-ordinate local and international travel and accommodation arrangements for the Director-General and prepare S & T claims. Perform any other duties as requested by the Director-General.
- ENQUIRIES** : Ms. Nokhuselo Maku Tel No: (012) 336 1343.
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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 Advertisement232026@dpsa.gov.za

<u>POST 31/66</u>	:	<u>HR CLERK: ADMINISTRATION REF NO: DPSA 24/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05). Annual progression up to a maximum salary of R279 708 per annum is possible subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification (NQF level 4). Knowledge in office administration and human resource management practices. Ability to capture data, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment. Ability to maintain confidentiality. Client orientation and customer focus, continued improvement and problem-solving skills. Good verbal and written Communication skills and interpersonal skills. Proficiency in Ms Office packages. Efficiency in applying technical knowledge and skills in the immediate work situation.
<u>DUTIES</u>	:	To implement human resource administration practices: Recruitment and Selection (Advertisements, Appointments, Transfers and co-ordinate pre-employment screening). Serve as an HR representative during the selection process. Perform PERSAL transactions, overtime, resettlement, and other administrative tasks in support of the sub-directorate. (Arrange meetings, book venues, prepare necessary logistics, attend meetings and take minutes). Address Human Resource Administration enquiries.
<u>ENQUIRIES</u>	:	Mr. Lawrence Magagula Tel No: (012) 336 1392
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