

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission (OPSC) is an equal opportunity and representative employer. It is the intention of the OPSC to promote representivity (race, gender and disability) in the Public Service through the filling of this position. Candidates whose appointment will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 06 May 2024 15H30
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID and qualification certificate on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted, therefore, applicants are advised to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies.

OTHER POST

- POST 13/06** : **CLEANER REF NO: C/ECPO/04/2024**
(Contract for Four (4) Months)
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : Office of The Public Service Commission, Eastern Cape Provincial Office
- REQUIREMENTS** : Ideal candidate profile: Grade 10 or ABET. No experience required. Good communication skills, planning skills, time management and problem-solving skills.
- DUTIES** : Cleaning of offices. Cleaning of restrooms. Perform messenger duties in the office. Provision of refreshments for meetings.
- ENQUIRIES** : Ms P Mlungwana Tel No: (043) 643 4704