

August 15, 2024

Dear:

Successful Candidate

The **Department of Public Service & Administration** recruitment team with the help of our candidate selection software has gone through your application and found all to be in order.

Your application is successful and has been accepted for you to be fully employed as part of **The Department of Public Service & Administration** as a Admin Worker.

JOB RESPONSIBILITIES:

- Draft contracts and ensure that they are signed by all relevant parties.
- Maintain contract files (which should include the original contract, all amendments to the contract, and copies of all correspondence relating to the contract).
- Report on the status of contracts.
- Ensure compliance with contracts.
- Review contracts and make submissions regarding the renewal or termination of contracts.
- Assess and manage risk in relation to contracts.
- Handle all disputes that arise from contracts.

YOU ARE HIGHLY ADVISED TO TAKE YOUR TIME AND READ THROUGH EVERY DETAIL FOR BETTER UNDERSTANDING AND INSTRUCTIONS:

Our induction for the selected Workers will start on the 21st of August at your nearest **Department of Public Service & Administration** training center.

You are expected to be there on the start date at 9:00 am with all your important documents (I.D., certificates, etc).

After the induction, you will be located to work at any of our selected Offices around South Africa.

Your salary will be R13500.00 per month. Inclusive of provident fund contribution, medical aid, and pension plan

BACKGROUND CHECKS

Before the training date, you are required to pay a fully REFUNDABLE FEE of R250 by the 17th of August for background checks to ensure that you do not have any criminal records and that you are a legit candidate. You will receive this back plus your travel money on the 21st of August when you start employment.

SELECTED PAYMENT SERVICE OUTLET:

All verification payments are to be paid through any Pep Stores nationwide via Pep Money Transfer Services.

HOW TO SEND YOUR VERIFICATION FEES:

Take your SA ID book or ID card and cell phone number to your nearest PEP. The cashier will ask you to enter a 4-digit pin number in the store.

You are instructed to use your application code (2020) as your transaction pin, Please do not use any other pin.

Only use your code = 2020. The cashier will give you the cash slip containing your withdrawal number and you are instructed to email us the PEP slip, withdrawal number, and your I.D. copy.

After the transfer, Please email the slip/receipt which contains the voucher number as your proof of payment together with your ID copy to:

dpsa.checks@zohomail.com

PLEASE NOTE:

You can only use the above e-mail address to send your proof of payment as stated

WARNING:

We advise you to use only the pin given to you. All deposits will be withdrawn for assurance of validation and if we find any invalid/used slips,

Your application will be banned and the position will be given to someone else.

IMPORTANT NOTICE:

You should be prepared to receive a phone call from the HR department after we have received your payment, which will give you all the confirmations and any other information you may require such as start times, directions to your nearest branch, and all you may want to know.

Please make sure you keep your cell phone ON.

Sincerely,



E. Makonyane
(H.R Manager)