

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail response6@pinpointone.co.za. To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Monday, 6 July 2009
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Note: To verify that your application has been received, please contact Happy Mandlasi at tel. (011) 325 5101. Please note that this contact number is not for general enquiries.

MANAGEMENT ECHELON

- POST 24/48** : **CHIEF DIRECTOR: COMMUNICATION AND CABINET SUPPORT**
The incumbent is expected to oversee strategic support to the Minister in terms of his Cabinet and Parliamentary duties, Communication and Media Liaison:
- SALARY** : An all-inclusive package of R746 181 per annum. Annual progression up to a maximum salary of R905 538 is possible subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs with a framework.
- CENTRE REQUIREMENTS** : Pretoria and Cape Town
- : The incumbent function at the interface of the Executive, the Legislature and the Administration. As such, the incumbent needs to possess in ample quantities, the following •Political acumen •Knowledge of the content fields of responsibilities resorting under the Minister of Public Service and Administration •Well-developed organizational and administrative abilities •Sound interpersonal and high-level communication skills •Research skills •Networking skills •Discretion. The incumbent is the most senior member of the Ministerial team in the Cape Town office and as such needs to play a strong leadership role. The incumbent plays an important role in ensuring that the work of Parliament forms the backdrop against which the Ministry team functions. This senior position is very demanding and requires innovativeness, ability to analyse situations, make decisions and carry through on implementing them. The successful candidate will be hard working, have high energy levels, be committed and willing to function outside of regular working hours. The incumbent forms part of team that supports the Minister and such has to be a good team-player. However, the incumbent also often needs to function by her/himself. Therefore, self-discipline, inner motivation and an ability to function independently are also required. The relevant first degree (or equivalent) will be a prerequisite at this level of appointment. Previous relevant experience, functioning in the office of a member of the Executive will be an advantage. The incumbent needs to meet the requirements for a TOP SECRET security clearance.
- DUTIES** : The incumbent will act as a liaison between the Executive, the Legislature and the Administration. In this capacity, he/she will monitor parliamentary proceedings, keep abreast of Portfolio Committee developments, coordinate the preparation of Parliamentary Questions and other supporting documentation for the Minister in terms of her parliamentary responsibilities, communicate executive decisions to the Departments and Ministry team, etc. In addition, the

incumbent will be responsible for the processing of all parliamentary correspondence and liaison with parliamentary officials and office bearers, preparing background documentation and files as required by the Minister as well as supporting the Minister in community outreach, stakeholder interaction and other public functions. •Various communications functions •Office management in Cape Town

ENQUIRIES : Mr Siyabonga Msimang tel. (012) 336 1403

OTHER POST

POST 24/49 **PARLIAMENTARY OFFICER**

SALARY : R174 243 per annum. An annual progression up to a maximum salary of R202 287 per annum is possible, subject to satisfactory performance. R3 615 per month none-pensionable allowance and R4 060 single clothing grant as a once-off payment

CENTRE : Cape Town

REQUIREMENTS : •Appropriate three-year post qualification •Understanding of Parliamentary process •Good writing and editing skills •Understanding of political processes •Analytical skills •Knowledge and experience in the related field.

DUTIES : •Act as liaison between ministry, departments and agencies within the portfolio with respect of parliamentary questions ensuring that these are responded to •Act as liaison between portfolio committee and office of minister •Attend and monitor portfolio committee meetings and write reports pertaining to these •Assist in compiling documentation for meetings •Edit parliamentary responses, parliamentary speeches and keep minister apprised of activities and political trends in parliament •provide advice on parliamentary communication and assist in organizing briefings •Keep up-to-date with all parliamentary papers, ensuring that any information is provided to the Minister.

ENQUIRIES : Ms Thoko Sithole tel. (012) 336 1315