

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.
- 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 25/47** : **CHIEF DIRECTOR: PUBLIC SECTOR ANTI-CORRUPTION**
This post is re-advertised post and applicants who previously applied can re-apply
- 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 within a framework.
- CENTRE REQUIREMENTS** : Pretoria
A Bachelor's degree in Social Science, Political or International Relations or related equivalent qualifications •Successful candidate will be one who can demonstrate extensive experience in policy development as well as strategic and management practice •An added advantage will be evidence of a thorough understanding of the national, regional, sub-regional and international anti-corruption frameworks •Furthermore, tested ability to establish and maintain networks with civil society, the public sector, international public sector and international public organizations on anti-corruption matters.
- DUTIES** : •Enhance integrity within the public sector, building a national consensus in the fight against corruption, promoting national anti-corruption values and interests at regional and international levels and establish an efficient anti-corruption monitoring and evaluation system •Establish vibrant anti-corruption partnerships, to ensure the participation of and outreach to non-state actors in the anti-corruption policy processes and ensure that communication supports the optimal participation of the public sector and non-state actors.
- ENQUIRIES** : Dr E Kornegay, tel. (012) 336 1053
- CLOSING DATE** : Monday, 13 July 2009

OTHER POST

- POST 25/48** : **ADMINISTRATOR: VARIOUS COMPONENTS IN THE DEPARTMENT**
- SALARY** : R94 326 per annum, An annual progression up to a maximum salary of R109 515 per annum is possible, subject to satisfactory performance.
- REQUIREMENTS** : •Senior certificate (or equivalent) and a post-matric qualification in General Office Administration or equivalent qualification at NQF Level 5 •Knowledge of and experience in all aspects of office administration, organization and management •Good interpersonal skills to work in a team with a strong Batho Pele orientation

•Ability to pay attention to details and to deal with confidential and sensitive matters •Good telephone etiquette •Good verbal and written communication skills with the ability to communicate across level and ranks •Ability to handle multiple tasks, manage time well and work under pressure •Computer literate literate and proven experience and knowledge of MS Office packages (MS Word, PowerPoint, Excel, Outlook and the internet).

DUTIES

: Render administrative and secretarial support to the relevant Chief Directorate, including, but not limited to •General office management •Arranging meetings and workshops •Preparing agendas, files and briefing documents •Taking minutes •Managing the diaries and phone calls of staff •Making travel arrangements• Typing documents •Managing the incoming and outgoing documents •Managing the filing system including document filing •Managing stationery/equipment and component library •Assisting with managing the budget and budget expenditure •Conducting basic research activities •Responding ion and arbitration hearings as well as in disciplinary matters. •Assist in the coordination of Batho Pele in the Department •

ENQUIRIES

: Ms Jeanette Lesabane tel. (012) 336 1266

CLOSING DATE

: Wednesday, 8 July 2009