

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** : Friday, 5 February 2009 at 16:30
- 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 Z.83 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.

OTHER POSTS

- POST 04/60** : **DEPUTY DIRECTOR: ENABLING ENVIRONMENT (CPSI)**
- SALARY** : An all-inclusive remuneration package of R378 456 per annum Level 11. Annual progression up to a maximum salary of R445 803 per annum is possible subject to satisfactory performance. The all-inclusive package consists of a 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** : Centurion: Centre For Public Service Innovation (CPSI)
: A recognized B Degree or equivalent qualification plus at least 3 years experience in a public sector innovation environment. Understanding of events management aspects. Computer literacy. A valid driver's licence. Knowledge of public sector landscape. Sound understanding of National System of Innovation (NSI). Sound understanding of knowledge management aspects and tools. Knowledge of innovation development practices and methodologies. Competencies: Innovative and strategic thinking, excellent communication, professional writing, organising, planning and co-ordination and leadership skills. Programme and project management. Presentation and facilitation skills. Customer and people management. Ability to work under pressure and to work independently.
- DUTIES** : Plan, co-ordinate and manage the Annual Public Sector Innovation Conference. Co-ordinate and manage the content and distribution of CPSI Publications. Provide secretariat support to the official CPSI Journal Editorial Team. Convene the editorial team of organisational publications. Ensure adherence to copyright and Intellectual Property requirements. Co-ordinate relations with local and international external stakeholders for collaboration to built capacity around public sector innovation.
- ENQUIRIES** : Ms Lydia Phalwane at 012 683 2832.
- POST 04/61** : **DEPUTY DIRECTOR: MARKETING AND COMMUNICATION (CPSI)**
- SALARY** : An all-inclusive remuneration package of R378 456 per annum Level 11. Annual progression up to a maximum salary of R445 803 per annum is possible subject to satisfactory performance. The all-inclusive package consists of a 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.
<u>CENTRE REQUIREMENTS</u>	:	Centurion: Centre For Public Service Innovation (CPSI)
	:	A recognised B Degree or equivalent qualification in Marketing or Communication plus at least 3 years' experience in a public sector innovation environment. Knowledge of the Public Sector landscape with special emphasis on innovation. Strong customer orientation and stakeholder management skills. Understanding of events management aspects and activities. Computer literacy and a valid driver's licence. Competencies: Innovative and strategic thinking skills. Excellent communication skills (verbal and writing). Organising, planning and leadership skills. Programme and project management skills. Presentation and facilitation skills. Customer and people management skills. Ability to work under pressure and to work independently.
<u>DUTIES</u>	:	Manage the CPSI corporate identity and brand. Implement CPSI marketing and communication strategy. Support strategic events of the CPSI through appropriate marketing and communications interventions. Manage branding of all events and corporate materials. Liaise with all related service providers and develop appropriate terms of reference. Support the South African Innovation Awards Programme of the organisation as well as the All-Africa Public service innovation Awards. Co-operate with the Principal Department's Communications unit.
<u>ENQUIRIES</u>	:	Ms L Phalwane at 012 683 2832.
<u>POST 04/62</u>	:	<u>DEPUTY DIRECTOR: OFFICE MANAGER (CPSI)</u>
<u>SALARY</u>	:	An all-inclusive remuneration package of R378 456 per annum Level 11. Annual progression up to a maximum salary of R445 803 per annum is possible subject to satisfactory performance. The all-inclusive package consists of a 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.
<u>CENTRE REQUIREMENTS</u>	:	Centurion: Centre For Public Service Innovation (CPSI)
	:	A post-matric qualification in Project Management plus at least 5 years experience. Knowledge of events management. Computer literacy and a valid driver's licence. Knowledge of public sector regulatory frameworks, including Public Service Act, Regulations, PFMA and related regulations and procedures (incl. Supply Chain Management). Knowledge of Government operations in general, including budget processes. Sound knowledge of facilities management. Sound knowledge of Human Resources, Finance and Supply Chain Management (SCM) processes. Sound understanding of programme management. Competencies: Innovative and strategic thinking. Excellent communication skills (verbal and writing). Organising, planning and co-ordination skills. Project management, analytical and problem-solving skills.
<u>DUTIES</u>	:	Support the preparation, management and monitoring of the budget of the CPSI. Manage CPSI Procurement and administrative processes. Ensure compliance to DPSA Supply Chain Management and HRM&D policies and support the development and updating of internal policies. Ensure that the CEO's office functions efficiently. Support the operation of the programme management office, including the statutory reporting responsibilities. Provide secretarial services to organisational meetings. Ensure appropriate facilities management and liaise with relevant stakeholders. Schedule strategic planning sessions. Support the management of Memoranda of Understanding (MoUs), contracts and service level agreements (SLAs) with partners and service providers.
<u>ENQUIRIES</u>	:	Mr P Schoonraad 012 683 2812