

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

- APPLICATIONS** : Applications must be sent to the Department of Public Service and Administration, Private Bag X916, PRETORIA, 0001 or delivered to 116 Proes street, Batho Pele House, cnr Proes and Schubart Street, Pretoria. Faxed and emailed applications will not be considered.
- FOR ATTENTION** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko.
- CLOSING DATE** : Friday, 19 March 2010 at 16H30.
- 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.

## MANAGEMENT ECHELON

- POST 09/42** : **CHIEF EXECUTIVE OFFICER: PSETA REF 001**
- SALARY** : An all-inclusive remuneration package of R790 953 per annum Level 14. Annual progression up to a maximum salary of R959 871 is possible subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Centurion
- REQUIREMENTS** : An appropriate tertiary qualification and the necessary experience to undertake a project of this magnitude. The ability to influence policy and engage with diverse stake holders at the highest level. Sound knowledge of the PFMA, Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, South African Qualifications Act, Public Service Acts and other relevant legislation.
- DUTIES** : Develop and secure approval on the detailed transformation plan for PSETA as an independent entity. Ensure the design of systems, procedures and the appropriate organizational structure, SETA staff profiles and organizational resources that will be required for the restructured PSETA. Provide policy and technical advice to the PSETA Board and its committees on meeting its service delivery objectives within the public service sector. Ensure the planning, execution and monitoring of PSETA projects. Maintain constant communication with all interested and affected parties within and outside the Sector on behalf of the PSETA. Manage and develop all staff members of the PSETA. Report to the PSETA Board and relevant stakeholders, on the achievement of PSETA objectives as stated in the Business Plan and the Service Level Agreement. Perform functions as may be assigned by the Minister of Higher Education and Training the PSETA Board in terms of the Skills Development Act of 1998 and other applicable laws. Present regular progress reports and recommendations and seek approval on various aspects from the PSETA Board.
- ENQUIRIES** : Ms Thuli Manzini, tel (012) 336 1121