

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets Pretoria.
- FOR ATTENTION** : Ms A West.
- CLOSING DATE** : 02 May 2017@15H45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Please take note that faxed, E-mailed and late applications will not be accepted. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 14/16** : **DEPUTY DIRECTOR-GENERAL: INTEGRITY AND ANTI-CORRUPTION REF NO: DDG/IAC/03/2017**
This is a re-advertisement. Candidates who previously applied are encouraged to re-apply.
- SALARY** : All-inclusive remuneration package of R 1,267,806 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor's degree (NQF level 7) and an Honours degree or equivalent qualification (NQF Level 8) in the fields of Social Sciences, Law and/or Public Administration and/or Development Management. A minimum of 8 to 10 years' experience in Senior Management Level. Knowledge of the latest trends and initiatives in Integrity and Ethics, Anti- Corruption fields or investigation fields. Demonstrated knowledge and experience in the ethical infrastructure of the Public Service. Knowledge of the legislation, policies and regulatory framework of the Public Service, including Government's medium Term Strategic Framework linked to the National Development Plan. Demonstrated experience in providing technical advice to internal and external stakeholders Ability to work under pressure and adapt to dynamic environment. People Management project management and financial management skills. Presentation,

research, excellent writing and communication skills. Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint. A valid Driver's License.

DUTIES : Key performance areas: Support the Commission by investigating complaints about public administration practices not complying with the constitutional values and principles governing Public Administration. Support the Commission by conducting ethics research and promoting a high standard of professional ethical conduct in the public Service. Support the Commission by Contributing to the prevention and combating of corruption through, amongst others, the management of Conflict of interest identified through the Financial Disclosure Framework for Senior Managers and management of confidential hotline. Support the Commission by monitoring, evaluating, and maintaining a database on financial misconduct and financial Disclosure Framework. Support the Commission by promoting Strategic Direction to the Branch and managing the Financial and Human Resources of the Branch in line with the legislative policy imperative.

ENQUIRIES : Mr DC Ndondolozzi Tel no: (012) 352 1212

POST 14/17 : **DEPUTY DIRECTOR-GENERAL: MONITORING AND EVALUATION REF NO: DDG/M&E/03/2017**
This is a re-advertisement. Candidates who previously applied are encouraged to re-apply.

SALARY : All-inclusive remuneration package of R 1,267,806 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Head Office, Pretoria
REQUIREMENTS : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor's degree (NQF level 7) and an Honour's degree or equivalent qualification (NQF Level 8) in the fields of Social Sciences and/or Public Administration and/or Development Management. A minimum of 8 to 10 years' experience at a Senior Management Level, Public Administration, Monitoring and Evaluation, Governance and Monitoring, Data Management, Research and Analysis at the Chief Director level. Knowledge of the legislative, policy and regulatory framework. Demonstrated experience in providing technical advice to internal and external stakeholders. Ability to work under pressure and adapt to a dynamic environment. Participatory facilitation or service delivery monitoring. Knowledge of Public Management, Administration, Human Resource Practices, Corporate Governance and Financial management. People management, project management, presentation, excellent writing and communication skills. Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint. A valid Driver's License.

DUTIES : Key performance areas: Support the Commission in Monitoring and evaluating Public Administration practices in the Public Service in the context of a developmental public service: Support the Commission by Overseeing the development and implementation of a transversal Monitoring and Evaluation system for the Public Service Commission: Support the Commission by contributing to the government-wide M&E framework, systems and reporting mechanisms by participating in relevant forums: Support the Commission by contributing to the development of a values driven Public Service and beyond on a National and International level: Support the Commission by promoting the values and principles as set out in the Constitution: Support the Commission in Monitoring and Evaluate trends related to constitutional values and principles in the Public Service: Support the Commission by conducting research and advising on citizen engagement methodologies to facilitate a citizen-centric public service in a developmental state: Support the Commission by assisting the PSC with evidence based research: Support the Commission by drafting quality recommendations and directives for the Executive and Parliament. Support the Commission by Monitoring and Evaluating organisational-wide, administration and personnel practices. Support the Commission by managing the Branch: Monitoring and Evaluation.

ENQUIRIES : Mr DC Ndondolozzi Tel no: (012) 352 1212

POST 14/18 : **CHIEF DIRECTOR: LEADERSHIP AND HUMAN RESOURCE REVIEWS REF NO: CD: LHRR/03/2017**

This is a re-advertisement. Candidates who previously applied are encouraged to re-apply

SALARY : All-inclusive remuneration package of R 1 042 500 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Head Office, Pretoria

REQUIREMENTS : The Public Service Commission requires the services of a technically experienced person to support it to fulfil its constitutional mandate and for this purpose she/he should have. An under graduate qualification (New NQF Level 7) with majors in any of the following: Human Resource Management, Personnel Management, Industrial Psychology, Leadership Management, Public Management or Public Administration. A Post graduate qualification (New NQF level 8 and above) with courses relevant to the area of human resources management, leadership management, public management and public administration, will be an added advantage. A minimum of 5 years' experience at a senior management level. Knowledge in the area of HRM, leadership management and development, and public sector management and administration. Knowledge of Public Service prescripts and proven experience in policy analysis and review. Minimum of 5 years experience in applied strong research and research supervision skills in the areas of HRM, leadership, public administration, organisational development and related fields. At least 5 years' experience in monitoring and evaluation in the public sector. Analytical and report-writing skills. Excellent verbal and written communication skills, as well as the ability to interact with members of Commission at a conceptual level. Presentation skills. At least 5 years experience in programme / project management. Minimum of 5 years financial management and human resource management. Computer literate in MS Office and a valid driver's licence.

DUTIES : Manage and strategically direct in-house processes in connecting applied research, advocacy programmes and to monitor and evaluate the institutional application of leadership and management practices, including the management of career incidents of HODs within a developmental Public Service with a view to advise the Commission on matters impacting on the ability of Departments to deliver effective and efficient services: Manage and strategically direct in-house processes to develop and review instruments and to monitor and evaluate the application of prescribed human resource management practices and organisational development within the Public Service with a view to identify barriers impacting on service delivery/value for money/compliance issues and to advise the Commission accordingly: Support the Commission in preparing reports with recommendations to the Executive and Parliament. Ensure that the performance targets of the component are achieved: Manage resources efficiently and effectively in accordance with Public Service policies and prescripts.

ENQUIRIES : Ms KG Sedibe Tel no: (012) 352 1206

POST 14/19 : **CHIEF DIRECTOR: PROFESSIONAL ETHICS REF NO: CD/PE/03/2017**

SALARY : All-inclusive remuneration package of R 1 042 500 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Head Office, Pretoria

REQUIREMENTS : An experienced person with an appropriate recognized Bachelor's degree or equivalent qualification (New NQF Level 7) in Public Management, Social Sciences or related field. A Post Graduate qualification (New NQF Level 8 and above) with courses relevant to the area of public management and public administration will be an added advantage. 5 years experience at a Senior Management level in the field of Professional Ethics. Proven experience in applied research, monitoring and evaluation. Experience in project management. Organisational skills. Report writing

skills. Proven experience in and knowledge of handling legal, administrative and ethical practices, corporate governance and financial management. Knowledge of the latest trends and initiatives in ethics. Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint. A valid Driver's License

- DUTIES** : Key Performance Areas: Manage the Office's support to the Commission to perform its oversight function as it relates to the promotion of a high standard or professional ethics in the Public Service. Manage and strategically advise the Commission on ethics research and ethical infrastructure of the Public Service. Manage and strategically advise the Commission on Financial Disclosure Framework and Public Service Integrity Management Framework. Manage and strategically address the ethics research agenda of the Commission. Manage and Strategically advise the Commission on the overall management of the National Anti-Corruption Hotline and Case Management System. Manage and provide strategic leadership to the Chief Directorate. Manage and strategically assess compliance issues and identify trends in the public service to advise the Commission.
- ENQUIRIES** : Ms BP Lerumo Tel no: (012) 352 1195
- POST 14/20** : **DIRECTOR: HUMAN RESOURCE BEST PRACTICE (1) REF NO D: HRBP1/03/17**
- SALARY** : All-inclusive remuneration package of R898 743 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An under graduate qualification (New NQF Level 7) with majors in any of the following: Human Resource Management, Personnel Management, Industrial Psychology, Public Management or Public Administration. A Post graduate qualification (New NQF level 8 and above) with courses relevant to the area of human resources management, public management and public administration, will be an added advantage. A minimum of 5 years' experience at a Middle/Senior Management level. Experience in applied research methodologies; monitoring and evaluation and project management practices. Experience in organizational development, policy analysis and review. Knowledge of Public Service Prescripts. Report writing skills. Excellent Communication skills both verbal and writing. Knowledge in/and application of the Public Service Human Resource Management regulatory framework including PSA, PSR, LRI and other relevant legislation and/or policy prescripts. Work independently and in a team. Possess knowledge and experience in Microsoft Office Suite, e.g. Microsoft Word, Excel and PowerPoint. A valid driver's license and willingness to travel.
- DUTIES** : Monitor and Evaluate practices impacting on Public Service Human Resource Management. Conduct and develop good practices in the areas of Public Service Human Resources Management. Monitor and Evaluate Public Service Organizational Development and formulate proposals/recommendations to promote good practices. Formulate strategic plan for the unit in line with the broader organisational mandate. Participate in cross functional projects, investigations, monitoring and evaluation exercises. Advise the Public Service Commission (PSC) on any Human Resource Management practice on line with the execution of its mandate and the performance of its functions. Manage the budget of the Directorate to ensure that it contributes towards effective financial management of the organisation. Manage human resources and ensure effective utilization thereof. Supervise and manage the execution of projects. Conceptualize, implement and manage research projects and other flagship assignments. Draft research project proposal, conduct research and prepare reports on HRM&D practices and processes that impact on the performance of the departments in the public service. Prepare and make presentations to internal and external stakeholders. Assess compliance with HRM&D prescripts that regulate HRM&D practices and investigate causes of non-compliance by Department of Public Service. Provide professional

ENQUIRIES

: advice on HRM&D practices and the legislative and regulatory framework to the departments and the Commission.
Ms NA Kelengeshe Tel no: (012) 352 1146