

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The applications of persons with disabilities will receive preference.

- APPLICATIONS** : quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, PRETORIA, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria. Faxed and emailed applications will not be considered.
- CLOSING DATE** : Friday, 28 April 2017
- NOTE** : The successful candidate will have to sign an annual performance agreement, and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document (certified in the past 06 months). Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and 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. 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 screening, security vetting, qualification verification and criminal records.

OTHER POST

- POST 14/21** : **SENIOR ADMINISTRATION OFFICER REF NO: DPSA/0009**
Chief Directorate: Public Service Leadership Management
- SALARY** : R262 272 per annum, Level 08
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised qualification at NQF level 6 in Human Resource Management, Social Science or Public Administration. Thorough knowledge of and experience in applying the legislative framework and principles governing employment of senior managers in the Public Service. Exposure to human resource policy research, development and implementation. Sound analytical, interpretive and high level communication skills (both written and verbal presentation). Excellent report writing ability. Computer literacy and proven experience and knowledge of MS Office packages. Sound knowledge of the principles and techniques related to project management. Understanding of the competency based management practices as well as capacity building strategies.
- DUTIES** : Assistance and support in developing and maintaining policies and practices pertaining to Competency based management and capacity development as well as the management and administration of career incidents of members of the Senior Management Service (SMS). Ensure the application of sound human resource practices pertaining to members of the SMS. Support in rendering clear and accurate advice on matters related to the SM. Provide project management support in the Chief Directorate. Assist in conducting research and statistical analysis pertaining to the employment and development of members of the SMS. Assistance in maintaining the national/ provincial Heads of Department database and records management. Compile inputs/reports and relevant submissions to the functional area/s as indicated.
- ENQUIRIES** : Ms. R Singh Dastaghir Tel no: (012) 336 1241