

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 representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness 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 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** : 22 May, 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. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that faxed, e-mailed and late applications will not be accepted.

OTHER POSTS

- POST 17/66** : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS: KZN REF NO: DD/PAI/KZN/04/17**
- SALARY** : All-inclusive remuneration package of R727 276 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.
- CENTRE REQUIREMENTS** : Provincial Office: KwaZulu-Natal
An appropriate recognized three-year National Diploma/Bachelor's degree (NQF level 6/7) or equivalent qualification in Law/Labour Law/Auditing/Forensic Investigation/Public Administration. 3-5 years' experience in Forensic Investigation/Investigation/Auditing/Fraud and Anti-Corruption. Knowledge and experience of Public Service Legislation including but not limited to: The Constitution of the Republic of South Africa, 1996, the Public Service Act, 1994, as amended, the Public Finance Management Act, 1999, the Public Service Commission Act, 1997, Public Service Regulations, 2016, Treasury Regulations and Supply Chain Management Legislations. Proven investigative and analytical skills. Proven computer literacy (MS Excel, MS Word and MS PowerPoint). Report writing skills. A valid driver's licence.
- DUTIES** : Investigate complaints lodged with the Public Service Commission into areas of Public Administration. Gather and analyse information obtained during investigations. Investigate complaints received through the PSC. Draft reports, submissions, memoranda and letters emanating from investigations. Maintain a database of the status of cases. Follow up on cases referred to departments for investigation Conduct Investigative research in public administration practices. Produce reports with appropriate findings, recommendations/advice. Compile presentations on reports.
- ENQUIRIES** : Mr K Mashele Tel no: (033) 345 1533
- POST 17/67** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT SECURITY SERVICES REF NO: DD/SCM&SS/03/17**
- SALARY** : All inclusive remuneration package of R657 558 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.
- CENTRE** : Head office, Pretoria

REQUIREMENTS

: An appropriate recognized three-year National Diploma/Bachelor's degree (NQF level 6/7) or equivalent qualification in Public Administration, Financial Management or related field. Extensive knowledge of legislation regulating Supply Chain Management 2 (SCM) and Security Services. Extensive knowledge of regulatory frameworks such as PFMA, Treasury Regulations, SCM. Minimum of 5 years experience at ASD level. Working knowledge of BAS and LOGIS, extensive experience in the field of logistical support, preferential procurement, facilities management and the management of human resources and finance. Knowledge of security risk management, Minimum Information Security Standards (MISS), physical security administration and access control of vehicles and people. Good supervisory, writing, communication skills and including computer literacy (MS Excel, MS Word and MS PowerPoint). Excellent interpersonal relations. A valid driver's licence.

DUTIES

: Manage an effective and efficient SCM system. Develop and implement and review procurement, logistics and security policies within the Office of the Public Service Commission. Provide logistical support in accordance with relevant prescripts. Assume responsibility for all reporting on matters relating to procurement, logistics, facilities management, security and SMC Performance. Administer and manage all contracts and Service Level Agreements (SLA). Manage registry services. Provide secretariat and advisory services to SCM Departmental Committees. Manage all risks and threats to the security of the OPSC as well as vulnerability in the OPSC's capacity to counter them. Liaise regularly with security agencies, and ensure compliance with the Occupational Health and Safety (OHS) Act. Manage the financial and human resource of sub-directorate.

ENQUIRIES

: Mr Z Tshatsshelo Tel no: (012) 352 1106