

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** : Tuesday, 26 June 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 23/38** : **PROJECT MANAGEMENT OFFICER REF NO: DPSA/0014**
- SALARY** : R334 545 per annual, Level 09. An annual progression up to a maximum salary of R404 121 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate B Degree at NQF level 7 or Advanced Diploma in Social Sciences, Project Management, Public Administration, Office Management or related fields. Minimum of 3-5 years' experience in project coordination, administrative and secretarial support. Knowledge of Public Service Regulatory, Office administration, Operation of Office Equipment, Government Financial Management processes. Attributes: Analytical, Communication, Interpersonal relations, Team work, Initiative, Openness and transparent.
- DUTIES** : Development of project plan for the Branch, Ensure that all required resources are resources assigned to the project plans of each division and tasks are clearly aligned, Manage the assigned resources within the Branch according to the defined scope of the project plans from each Chief Directorates work plan by coordinating a structure of all personal assistants, Monitor and report on project performance against deliverables and funding, Ensure compliance with the processes and standards outlined in the branch against the departmental reporting requirements and Report and escalate any delivery risks and issues time to the DDG.
- ENQUIRIES** : Ms. CB Clark (012) 336 1056