

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** : 04 August 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. 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 POST

- POST 27/10** : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS: EASTERN CAPE REF NO: DD/PAI/ECPO/06/2017**
- 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: Eastern Cape
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 license.
- 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 L Mgengo Tel no: (043) 643 4704