

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people 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, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : Monday, 31 July 2017
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement, submit financial disclosure 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 within 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 and 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.

MANAGEMENT ECHELON

- POST 29/44** : **DEPUTY DIRECTOR-GENERAL: EMPLOYMENT OF CONDITIONS OF SERVICE (PREVIOUSLY NAMED LABOUR) REF NO: DPSA/0015**
Purpose: The role of this executive management position in the Employment of Conditions of Service branch is to maintain an affordable Public Service Wage Bill through informed compensable job worth and comparable employment conditions of service whilst ensuring a professional and disciplined workforce with requisite developed technical and specialist skills and enhanced capabilities.
- SALARY** : An inclusive structured package of R 1 299 501 per annum, Level 15. An annual progression up to a maximum salary of R1 463 892 is possible subject to satisfactory performance. The all-inclusive package consists of a Basic Salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate SAQA recognised undergraduate qualification and a post graduate qualification (at NQF 8), in either Economics, Labour Law, Public Administration, Social Science, Business Management, Human Resources or Finance, At least a minimum 8-10 years appropriate experience at a Senior Management Level with demonstrable strengths in managing complex environments, Being able to communicate effectively with excellent people management skills, balanced with demonstrable requisite technical skills, Knowledge of the Government legislative framework, Public Service legislative and Policy Framework, Government Medium Term Strategic Framework linked to the National Development Plan, Advanced knowledge of public policy analysis and policy development process, Stakeholder

management and coordination, Strategic thinking and leadership, Research skills, Financial Management and Human Resource Management, A person with excellent people management skills who can communicate effectively with all employees and principals alike.

DUTIES : Managing the Public Service Collective Bargaining environment focusing on managing employment relations, conditions of service, discipline policies, grievance and dispute resolution management systems, as well as, PS job grading and evaluation systems. Support the interpretation of collective agreements into employment practices, as well as, input into other legislative employment practices, Development of Negotiation Frameworks with other key stakeholders in Government, Provide Secretariat functions to the Ministerial Mandating Committee, Manage the branch and its deliverables against the expected Annual Targets and Projects, Provide strategic leadership for effective and efficient management of the branch, Conduct ongoing research on trends and analysis of salary payment systems and benefits.

ENQUIRIES : Ms. L. Shange Tel no: (012) 336 1282/1342

POST 29/45 : **DEPUTY DIRECTOR-GENERAL: GOVERNMENT CHIEF INFORMATION OFFICER**
REF NO: DPSA/0016

Purpose: The role of this executive management position in the Government Chief Information Officer branch, has evolved due to the dynamic nature of provisioning of e-Government and e- Governance services. The role is to manage the strategies, norms and standards for the design, implementation and support of the government-wide systems and solutions in line with the prerequisites of the Public Administration Management Act, 2014.

SALARY : An inclusive structured package of R 1 299 501 per annum, Level 15. An annual progression up to a maximum salary of R1 463 892.00 is possible subject to satisfactory performance. The all-inclusive package consists of a Basic Salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Pretoria

REQUIREMENTS : An appropriate SAQA recognised undergraduate qualification and a post graduate qualification (at NQF 8), in ICT Systems and Management, with a strong focus on a Public Administration orientation. Demonstrable relevant ICT technical skills and know-how is a prerequisite, At least 8-10 years appropriate experience at a Senior Management Level, with demonstrable strengths in understanding and managing complex ICT systems environments and relationships, An innovative, fresh-minded and pragmatic self-starter, who is dynamic, with a proven track record for institutionalising innovative contemporary e-solutions and e-enabled services in government, and who can integrate, enhance and advance government service delivery, should apply.

DUTIES : Development and Management of appropriate Information Technology, Information Data Management and Information Systems, Norms and Standards, policies and practices, supported by enabling regulatory instruments. Design the e-Government and e-Governance Programme which provides strategies for e-solutions selection and support for the e-enablement of government services to citizens, Provide a leadership role by co-ordinating the e-Government governance structure for line departments through the Government Information Technology Officers Forum, Manage collaborative relationships with key stakeholders including the State Information technology Agency (SITA), Centre for Public Service Innovation (CPSI) and the Government Information Technology Officers Council (GITOC). Ensure the institutionalisation of IT as a service delivery enabling tool for all systems and data management practices, as well as, end-user experience, Provide Public Service IT Risk Management and transversal Services Support, Identify pilot projects that facilitate the speedy implementation of citizen-focused service delivery, Ensure ICT systems supports, data management and systems innovation, within a risk-free information security environment, Ensure value for money in IT spend through the elimination of duplication whilst achieving economies of scale Collaborate in partnership programmes with the private sector through product research and development, Manage the branch and its deliverables against the expected Annual Targets and Projects Provide strategic leadership for effective and efficient

		management of the branch whilst remaining relevant to evolving trends and developments.
<u>ENQUIRIES</u>	:	Ms. L. Shange Tel no: (012) 336 1282/1342
<u>POST 29/46</u>	:	<u>CHIEF DIRECTOR: LABOUR RELATIONS, NEGOTIATIONS AND DISCIPLINE MANAGEMENT REF NO: DPSA/0017</u>
<u>SALARY</u>	:	All-inclusive package of R1 068 564 per annum, Level 14. An annual pay progression up to a maximum salary of R1 277 610 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the SMS framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate B degree or equivalent qualification at NQF level 7 in Labour Law or Human Resource Management, A postgraduate qualification in Labour Relations/Labour Law/Human Resource Management/ would be added advantages, At least 5 years' appropriate experience at Senior Management level is a prerequisite, Sound knowledge of the Public Service legislative framework, collective bargaining processes and structures, Extensive experience in the collective bargaining and labour relations environment, Highly developed negotiation, stakeholder management, as well as written and verbal communication, analytical, research, problem-solving, conflict management and policy development skills, The ability to interpret and communicate complex strategic matters, Conversant with Public Service negotiation and conditions of service frameworks, Strong leadership qualities and the ability to work in a collaborative environment with key stakeholder departments, including National Treasury, as well as social partners, Computer literacy, Financial and people management skills, A valid driver's licence.
<u>DUTIES</u>	:	Develop, implement, monitor and review policies on negotiations, labour relations, including discipline management, for the Public Service, Lead the State as Employer in negotiating salaries and other conditions of service in the Public Service Coordinating Bargaining Council (PSCBC), Lead the State as Employer in the preparation of and securing the necessary mandates for negotiations on matters of mutual interest from the Minister for the Public Service and Administration (MPSA) and the Committee of Ministers, Develop and advise on negotiations strategies and approaches aimed at advancing the interests of the State as Employer, Promote sound labour relations in the Public Service Monitor progress in the various sectoral and departmental bargaining structures, Ensure, monitor and report to the MPSA on the implementation of collective agreements reached in the PSCBC and the General Public Service Sector Bargaining Council (GPSSBC), Advise the MPSA and Director-General on collective bargaining and labour relations matters, Manage projects in the Chief Directorate, Ensure representation of the State as Employer in the governance and ad hoc committees of the PSCBC and GPSSBC, Ensure people and financial management of the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr V Sakala Tel no: (012) 336 1336/1039
<u>POST 29/47</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCE AND FACILITIES MANAGEMENT REF NO: DPSA/0018</u>
<u>SALARY</u>	:	All-inclusive package of R1 068 564 per annum (Level 14). An annual pay progression up to a maximum salary of R1 277 610 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the SMS framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate B degree or equivalent qualification at NQF level 7 and a postgraduate qualification in Human Resource Management; Social Sciences, Public Administration Management would be added advantage, At least 5 years' appropriate experience at Senior Management level is a prerequisite, Sound knowledge of the Public Service legislative framework (Public Administration Management Act, 2014, Public Service Act, 1994, Public Service Regulations, 2016 and PFMA), Knowledge of HR Administration, Development and Management, Negotiations and Labour Relation, Gender mainstreaming, Employees Health and Wellness, Facilities and Security

management, A self-driven individual in a possession of the following skills and competencies: Strategic Capabilities and Leadership, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client and Citizen Orientation, Computer literacy, Sound analytical, interpretive and high level of Communication skills (verbal and written), Excellent organisation skills, Willingness to work under pressure, Ability to find workable solutions while dealing with multiple constituents and conflicting objectives, Willingness to facilitate continuous improvement and Programme and Project Management, A valid driver's licence.

DUTIES

: Strategically manage Chief Directorate: Human Resource and Facilities Management for DPSA comprising the following Directorates: Internal Human Resources Management, Internal Development and Transformation and Facilities and Security Management, Provide strategic leadership and operational oversight of all programmes and projects, , Ensure that the component plays a strategic role within the Department especially in relation to HR planning, OD, HRD, ER and Transformation, Drive organisational transformation a strategic and operational level, Actively advance the development of Human Resources through prioritising skills development and empowerment, Ensure implementation of the HRM strategic frameworks of the DPSA, develop and monitor the implementation of HR policies, systems and practices for the Department, Ensure the alignment of the Department Structure to Strategic Medium Term imperatives and yearly operational plans, Facilitate the preparation of the Annual Report and Quarterly Report in terms of legislation in collaboration with the Programme Management Office and Chief Financial Officer, Ensure all statutory requirements are met, specifically the implementation of the Public Service Act and Regulations, Labour Relations Act, Skills Development Act, Employment Equity Act, Promotion of Administrative Justice Act and Regulations Labour Relations Act and Promotion of Access to Information Act and other legislation governing the Public Service, workable HR and OD solutions in response to organisational and environmental challenges, maintain collaborative relationships with all internal and external stakeholders.

ENQUIRIES

: Ms. L. Shange Tel no: (012) 336 1282/1342

POST 29/48

: **DIRECTOR: CENTRALISED COLLECTIVE BARGAINING REF NO: DPSA/0019**

SALARY

: All-inclusive package of R898 743 per annum, Level 13. An annual pay progression up to a maximum salary of R1 058 691 is possible, subject to satisfactory year-on-year performance. The all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the SMS framework.

CENTRE REQUIREMENTS

: Pretoria
 : An appropriate B degree or equivalent qualification at NQF level 7 in Labour Law or Human Resource Management, At least 5 years' appropriate experience at Middle/Senior Management level is a prerequisite, Sound knowledge of the Public Service legislative framework, collective bargaining processes and structures, Extensive experience in the collective bargaining and labour relations environment, Highly developed negotiation, stakeholder management, as well as written and verbal communication, analytical, research, problem-solving, conflict management and policy development, The ability to interpret and communicate complex strategic matters Conversant with Public Service negotiation and conditions of service frameworks, Strong leadership qualities and the ability to work in a collaborative environment with key stakeholder departments, including National Treasury, as well as social partners, Computer literacy, Financial and people management skills A valid driver's licence.

DUTIES

: Work under the leadership, direction and delegated mandate of the Branch Head and report to the Chief Director: Labour Relations, Negotiations and Discipline Management Provide support and assistance to all centralised negotiation processes within the PSCBC, Oversee the activities within the General Public Service Sector Bargaining Council (GPSSBC) on behalf of the State as Employer, Ensure representation of the State as Employer in the governance and ad hoc committees of the GPSSBC and PSCBC, Monitor and report on the conclusion and implementation of collective agreements, Develop, implement and monitor collective bargaining frameworks and policies within the Public Service, Provide advice and support on

collective bargaining and collective agreements to the Public Service, Ensure people and financial management of the Directorate.

ENQUIRIES : Mr. V. Sakala (012) 336 1336/1039

POST 29/49 : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY MANAGEMENT AND SUPPORT REF NO: DPSA/0020**

SALARY : All-inclusive package of R898 743 per annum, Level 13. An annual pay progression up to a maximum salary of R1 058 691 is possible, subject to satisfactory year-on-year performance. The all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the SMS framework.

CENTRE REQUIREMENTS : Pretoria
: An appropriate B degree or equivalent qualification at NQF level 7 in Computer Sciences and/or Information Technology/IT related field, At least 5 years' appropriate experience at Middle/Senior Management level is a prerequisite, Sound knowledge of E-government, E-governance and M-government systems and policies, IT systems and Infrastructure Maintenance and Support, IT Project Management, IT Business Process Mapping, IT Programming Knowledge and Hardware and Software Product knowledge, Knowledgeable on prescripts related to ICT Public Administration Management Act, 2014, Public Service Act, 1994, Public Service Regulations, PFMA, Cyber Legislation and all information Communications Legislation, above average computer literacy, fluency in written and spoken English and valid driver's licence.

DUTIES : To manage the alignment of the department's information, information technology and strategy with the strategic direction, management plans and the business processes of the department based on Government policies, to manage the development of and implementation of information management and information technology policies, strategies, guidelines, best practices and procedures based on nationally determined norms and standards, Manage the internal IT governance structure (such as IT Steering Committee Meeting) and represent the relevant department at the GITO Council, Manage the development and implementation of effective information technology, systems and solutions to support the department's strategy and operations, Promote the use of IT as a strategic resource and enabler, including the provisioning of ongoing training and skills transfer in the use of IT systems and manage the Directorate.

ENQUIRIES : Ms. L. Shange Tel no: (012) 336 1282/1342