

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.

- APPLICATION** : 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 0001. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 03 October 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 assessments). 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, 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 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 37/117** : **CHIEF DIRECTOR: REMUNERATION AND JOB GRADING REF. DPSA/0021**
- SALARY** : All-inclusive package of R1 127 334 per annum, Level 14. An annual pay progression up to a maximum salary of R1 347 879 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.
- CENTRE** : Pretoria
- REQUIREMENT** : An appropriate B degree or equivalent qualification at NQF level 7 in Finance, Economics, Statistics or Human Resource Management. A postgraduate qualification in any of the aforementioned fields will be an added advantage. At least 5 year's appropriate experience at Senior Management level is a prerequisite. Sound knowledge of the Public Service legislative framework in relation to remuneration and job evaluation in particular the salary structure of the Public Service, pay progression, remunerative allowance, and Occupational Specific Dispensations. Extensive experience in remuneration and human resource management. Highly developed stakeholder management skills. Extensive experience in policy development and implementation, project and stakeholder management at a planning and reporting at senior management level theory and analytical skills, Analysis and interpreting numerical remuneration data, Producing meaningful reports, Micro and macro factors in the market, Policy development and analysis. Excellent written and verbal communication skills. Supervisory and

people management skills. Willingness to travel and work extended hours. Advanced computer skills, verbal and written communication. Proficiency in computer skills in the Microsoft Office suite. A valid driver's license.

DUTIES : To provide strategic direction and leadership in the development, maintenance and implementation of the remuneration policy framework, compensation practices and job evaluation for the Minister for the Public Service and Administration and the public service and public sector institutions. Develop, implement and maintain policies practices and systems on remuneration and job evaluation for the public service. Provide support to collective bargaining in the Public Service Coordinating Bargaining Council (PSCBC) and the General Public Service Sectoral Bargaining Council (GPSSBC). Provide advice and support to Cabinet, the Minister for the Public Service and Administration, the Portfolio Committee on Public Service and Administration, Director-General, National/ Provincial Departments, and other stakeholders on remuneration and job grading. Participate in the management structures of the department and manage the Chief Directorate in an efficient and effective manner.

ENQUIRIES : Mr. V. Sakala, Tel no: (012) 336 1336/1039

POST 37/118 : **DIRECTOR: AFRICAN PEER-REVIEW MECHANISM REFNO: DPSA/0022**

SALARY : All inclusive package of R 948 174 per annum at level 13. An annual pay progression up to a maximum salary of R1 116 918 is possible, subject to satisfactory performance. The all-inclusive remunerative 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 REQUIREMENT : PRETORIA
: A Bachelor 's degree or equivalent qualification at NQF level 7 in International Relations, African Studies, Political Science, Sociology, Public Administration/Management or related field. At least Five (5) years' appropriate experience at a Middle/Senior Management level and/or functional experience within policy, politics, research and professional environment dealing with good governance across economic, political, corporate and socio-economic contexts. Proven work experience within and interaction with high level policy makers will be an added advantage. Sound knowledge of governance issues and international relations. Good analytical, writing and presentation skills. Client focus and client management. Computer literacy.

DUTIES : Manage and conduct research for the development of the African-Peer Review Mechanism implementation strategies in South Africa and internationally. Manage the conduct of South Africa's APRM Second Generation Review within the context of the new African Union mandate for the mechanism. Manage and oversee the monitoring and evaluation of the implementation of African Peer-Review Mechanism National Plan of Action. Manage and maintain the African Peer-Review Mechanism Evaluation system. Manage and coordinate research on trends and best practice on issues related to and produce reports. Manage, coordinate and monitor the development of Public Participation strategies, frameworks and programmes.

ENQUIRIES : Mr T Thusi, Tel no: (012) 336 1324

POST 37/119 : **DIRECTOR: SENIOR MANAGEMENT SERVICE (SMS) ADMINISTRATION MANAGEMENT REF. DPSA/0023**

SALARY : An all-inclusive salary package of R 948 174 per annum at salary level 13. An annual progression up to a maximum salary of R1 116 918 is possible, subject to satisfactory performance. The all-inclusive remunerative 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
: Qualifications: An appropriate B Degree at NQF level 7, as recognized by SAQA, coupled with 5 years of experience at middle/senior management level. A relevant post-graduate qualification will be an added advantage. Skills: Good

communication skills (both written and verbal), Organising and planning skills, Project management, Research and analytical skills. Demonstrated skills and experience in the development and execution of employment practice policies for senior managers, legislation and related activities. Strong creative, strategic, analytical, organizational and interpersonal skills at all levels. Innovative and a strategic thinker. Effective computer literacy that includes a good working knowledge of Microsoft products. Proven ability to manage multiple projects at a time. Effective contract management and negotiation skills. Job Knowledge: Extensive knowledge of legislative prescripts governing the public service and senior management service in particular (e.g. Public Service Act, Public Service Regulations, PFMA, etc.). Knowledge of assessment centres and practices; SMS career incidents; Policy development and implementation; and Monitoring and evaluation. Applied understanding of SCM policies and procedures related to procurement management. Competencies Required: Strategic Capability and Leadership; Programme and Project management; Financial Management; People Management & Empowerment; Change Management.

DUTIES

: The key outputs for this position include, but not limited to: Ensure effective management of the development and implementation of prescripts, policies, guidelines and systems related to senior management and leadership development. Effective management and administration of career incidents (recruitment, selection, appointment, in-service career management and exit management, etc.) for SMS members, including of Heads of Departments (HoDs). Ensure proper and effective implementation of prescripts on competency assessments by Departments. Advice and support on transversal HR matters pertaining to SMS. Participate in transversal teams in terms of the development of HR policies and prescripts. Engage in strategic relationships with relevant stakeholder for the advancement of project goals. Manage contracts of externally provided services. Effective management of Human and Financial Resources for the Directorate in terms of application of the relevant policies and prescripts.

ENQUIRIES

: Rhulani Makhubela Tel no: (012) 336 1108

OTHER POSTS

POST 37/120

: **DEPUTY DIRECTOR: JOB EVALUATION AND PROVISIONING REF NO: DPSA/0024**

SALARY

: An all-inclusive remuneration package of R 779 295 per annum (Level12). Annual progression up to maximum salary of R 917 970 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structure according to personal need within a framework Pretoria

CENTRE REQUIREMENTS

: An appropriate qualification at NQF level 7 in Social Science/ Human Resource Management/ Public Administration, post graduate diploma in Organisational Development, Work Study and a certificate in Job Evaluation will be added advantage. Minimum of 5 years managerial experience at Junior/Middle management level in Organisational Development/ Job Evaluation/ Work Study. Sound knowledge of Public Service Policy Framework. Understanding of Organisational and Job Evaluation Practice, knowledge of Employment Relations, Policies and Procedures. Conflict Management and Methodologist, Written and verbal communication, analytical, research, managing interpersonal conflict and resolving problems and policy development skills. Ability to apply technology communication and information management. Ability to work in a collaborative environment with key stakeholder. Computer literacy and a valid driver's licence.

DUTIES

: Development, implementation and maintenance of a job evaluation system and policies for the Public Service. Provide support and guidance on the application of job evaluation, the grading of jobs/posts and the development of job descriptions. Develop post provisioning norms and standards for the Public Service. Participate and serve in projects and task teams dealing with various job evaluation, remuneration, labour relations and organisational development initiatives.

ENQUIRIES

: Mr. Victor Sakala Tel no: (012) 336 1336

<u>POST 37/121</u>	:	<u>ASSISTANT DIRECTOR: ESTABLISHMENT REF NO: DPSA/0025</u>
<u>SALARY</u>	:	R334 545 per annum (Level 9). Annual progression up to a maximum salary of R 394 065 per annum is possible subject to satisfactory performance
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate National Diploma at NQF level 6 in Human Resources Management/Public Administration/Industrial Psychology and/or Grade 12 Certificate with more than 10 years relevant experience and 3 years relevant supervisory experience in Human Resource Environment. Proven experience with Establishment as well as information systems and processes, Sound knowledge of the Public Service Act, Public Service Regulations, PSCBC Resolutions, Labour Relations Act, HR Policy and Procedures, PFMA, PERSAL systems. Advanced Computer literacy. Excel, MS Word and PowerPoint. Strong organizational and leadership skills. Ability to work under pressure and within deadlines, Good communication skills (written & verbal) and managerial skills.
<u>DUTIES</u>	:	To create, Maintain and monitor the Establishment of the department and organogram, Maintain integrity of information on people management / HR, Develop and maintain databases and systems (i.e. PERSAL, IFMS, VULINDLELA, Access and Excel) and ensure that they are aligned /integrated within other systems used within the working environment, Facilitate various reports, Administer Recruitment, Job Evaluation, Secondments, Contract Employment additional to the Establishment of the department, Deployments and Policy development, Communicate HR policies, guidelines with regards to Establishment matters and contract workers, Oversee the effective running of the Registry/HR staff as well as ensure compliance with relevant prescripts and Administer ad hoc requests,
<u>ENQUIRIES</u>	:	Mr. Thabang Ntsiko, Tel no: (012) 336 1163
<u>POST 37/122</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: DPSA/0026</u>
<u>SALARY</u>	:	R334 545 per annum (Level 9). Annual progression up to a maximum salary of R 394 065 per annum is possible subject to satisfactory performance
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate qualification NQF level 6 preferably with Financial Accounting as a major subject backed by at least 3 years' supervisory experience. Sound knowledge of the PFMA, Treasury Regulations, Persal and the Basic Accounting System (BAS). Advanced Computer literacy. Excel, MS Word and PowerPoint. Strong organizational and leadership skills. Good communication and managerial skills.
<u>DUTIES</u>	:	Reporting to the Deputy Director: Financial Management. Assist in managing and executing the budget functions of the Department. Co-ordinate and prepare inputs for the MTEF, ENE, Adjusted Estimates and requests for roll-over of funds. Co-ordinates and manage monthly reports on expenditure against budget. Maintain the BAS code structure. Performing the BAS Assistant System Controller functions. Co-ordinate and present budget training to DPSA staff. Prepare inputs for the Interim and Annual Financial Statements and Annual Report. Comply with budgetary aspects as stipulated in the PFMA, Treasury Regulations and Financial prescripts as required by National Treasury. Preparation of PowerPoint presentations for use by the CFO in Portfolio Committee meetings, MANCO Meetings and Departmental Budget Committee Meetings. Develop, implement and monitor policies and procedures governing sound financial management.
<u>ENQUIRIES</u>	:	Mr. Mahlogonolo Mathabatha, Tel no: (012) 336 1468
<u>POST 37/123</u>	:	<u>PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL: ADMINISTRATION REF NO: DPSA/0027</u>
<u>SALARY</u>	:	R226 611 per annum, Level 07. Annual progression up to a maximum salary of R 266 943 per annum is possible subject to satisfactory performance
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Senior Certificate and a Diploma in Office Management or related field of study or equivalent qualification (NQF level 5). Experience in Office Administration in a similar working environment. Knowledge of the Public Service Regulations. Good

interpersonal skills to work in a team with a strong Batho Pele orientation. Ability to pay attention to detail and deal with confidential and sensitive matter. Good telephone etiquette. Good verbal and written communication skill with the ability to communication across levels and ranks. Ability to handle multiple task. Manage time well and work under pressure with minimal supervision. Sound knowledge of Microsoft Office suite. Be prepared to work extra hours.

DUTIES

: To render administrative and secretarial support to the Deputy Director-General (DDG), including general office management, diary management, support the manager with administration of the budget, respond to office queries telephonically or by mail, manage incoming and outgoing correspondence. Establish and maintain a filing and document management. Undertake follow-ups on issues raised by the DDG to stakeholders (internal and external). Co-ordinate travel arrangement for the DDG and prepare S&T claims. Manage stationery and equipment for the office of the DDG.

ENQUIRIES

: Ms. Veronica Lebowa, Tel no: (012) 336 1342