

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** : 6 October 2017, 15h45.
- NOTES** : Applications must be submitted on Employment Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV; and certified copies of qualifications including matric/equivalent certified, 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 security clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Please take note that Faxed, E-mailed and late applications will not be accepted. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a suitable candidate for appointment.

OTHER POST

- POST 38/30** : **DEPUTY DIRECTOR: HUMAN RESOURCE BEST PRACTICE REFERENCE NUMBER: DD: HRBP2/09/17**
- SALARY** : All inclusive remuneration package of R779 295 per annum. The package includes a basic salary (70% or 76% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% or 24% that may be structured in terms of applicable rules.
- CENTRE REQUIREMENTS** : Head Office, Pretoria
: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have an undergraduate qualification (New NQF Level 7) with majors in any of the following: Human Resource Management, Personnel Management, Industrial Psychology, Public Management or Public Administration. A Post graduate qualification (New NQF level 8 and above) with courses relevant to the area of human resources management, public management and public administration, will be an added advantage A minimum of 5 years' experience at a Assistant/Middle Management level Experience in applied research methodologies; monitoring and evaluation; and project management Minimum of 5 years' experience in Human Resource Management operations Experience in policy analysis and review Excellent Communication skills with reference to report writing and presentation Knowledge and application of the Public Service Human Resource Management regulatory framework (Public Service Act, Public Service Regulations), including other relevant Labour legislation and policy prescripts Ability to work independently and in a team. Knowledge and experience in Microsoft Office Suite, e.g. Microsoft Word, Excel and PowerPoint A valid driver's license and willingness to travel.

DUTIES

: Monitor and assess compliance with Public Service Leadership and Human Resource Management prescripts. Evaluate practices impacting on Public Service Leadership and Human Resource Management. Conceptualize and draft research proposals; conduct research and identify good practices; and prepare reports on Leadership and HRM practices and processes. Formulate proposals/recommendations to promote good Leadership and Human Resources Management practices Participate in cross functional projects, investigations, monitoring and evaluation exercises manage the execution of assigned projects. Prepare and make presentations to internal and external stakeholders Provide professional advice on Leadership and HRM practices and the legislative and regulatory framework to departments and the Commission.

ENQUIRIES

: MS NA Kelengeshe TEL: (012) 352 1146