

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 or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 26 January 2018, 15h45.
- NOTES** : 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. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Please take note that 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 for SMS post 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 candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 01/31** : **DIRECTOR: PUBLIC SERVICE MONITORING AND EVALUATION SYSTEM REF NO: D/PSMES/01/18**
- SALARY** : All-inclusive remuneration package of R948 174 – R1 116 918 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. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- 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 appropriate recognised Bachelor's Degree (new NQF level 7) in Social Sciences, Public Administration or Public Management. A post graduate qualification in the above-mentioned fields or Information Systems or Statistics, data processing and analysis would be an added advantage. A minimum of 5 years' experience at a Middle/Senior Management level. Knowledge of Public Service regulatory framework that pertains to the values and principles governing public administration. Minimum of 5 year's proven experience in research, monitoring and evaluation, policy analysis, management consulting, evaluation of public administration and management practices and organisational performance improvement. Ability to source, analyse and summarise complex data and other evidence on the performance of the public service. Proven and tested experience in designing complex spreadsheet reports (tables, graphs, dashboards, etc.) using a variety of analytical methods and tools. Good management skills [CV should

indicate the size (budget and number of staff), the function of the unit that the candidate has managed and for how long.]. Good writing and communication (written and verbal) skills. [Candidate should submit a piece of his/ her own writing, excluding writing submitted for degree purposes, with his/her CV.]. Advanced computer skills in MS Suite eg. Excel, Word and Power Point. Knowledge and experience in SQL data base and Microsoft Power Business Intelligence OR other data base and BI tools will be an added advantage. A valid driver's license and willingness to travel are essential.

DUTIES : Design and implement a programme of evaluating the performance of departments against the values and principles in Section 195 of the Constitution Undertake large quantitative analysis of the performance of the public service using indicators and standards for each of the principles in section 195 of the Constitution Design assessment tools, reporting formats and data tables for such evaluations Maintain a data warehouse, sourcing data from PSC in-house source systems as well as from sources across the public service Identify trends in the performance of the public service and diagnose underlying causes of poor performance Ensure regular update, completeness and quality of data Lead the development and production of narrative as well as visualisation reports (tables, graphs, dashboard, etc.) from spreadsheets or data base or Business Intelligence tools Manage the unit responsible for this function.

ENQUIRIES : Mr Kobus Van der Merwe TEL NO: (012) 352 1018

OTHER POSTS

POST 01/32 : **DEPUTY DIRECTOR: PUBLIC SERVICE MONITORING AND EVALUATION SYSTEM REF NO: DD/PSMES/01/18**

SALARY : All-inclusive remuneration package of R779 295 - R917 970 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. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

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: A National Diploma/Degree (New NQF Level 6 or 7) in Social Sciences / Public Administration / Public Management. Post graduate qualification in the above-mentioned fields or Information Systems or Statistics will be an added advantage. 3-5 years' experience at Supervisory level in in research, monitoring and evaluation, policy analysis, management consulting, evaluation of public administration and management practices and organisational performance improvement. Experience and knowledge of the public service monitoring and Evaluation systems. Knowledge of public service regulatory frameworks that pertain to the values and principles governing public administration. Ability to design complex spreadsheets and reports (tables, graphs, dashboards, etc.) using a variety of analytical methods and tools. Good writing and communication (written and verbal) including presentation skills. [Candidate should submit a piece of his/ her own writing, excluding writing submitted for degree purposes, with his/her CV.]. Advanced computer skills in MS Suite e.g. Excel, Word and PowerPoint. Knowledge and experience in SQL database and Microsoft Power Business Intelligence OR other data base and BI tools will be an added advantage. A valid driver's license and willingness to travel.

DUTIES : Evaluate the performance of the public service using indicators and standards for each of the principles in section 195 of the Constitution. Contribute to the development of the PSC's quantitative analytical methodologies. Contribute towards the maintenance of a data warehouse/ data base sourcing data from PSC in-house source systems as well as from sources across the public service. Ensure regularly update, completeness and quality of data. Produce monitoring and evaluation reports including analytical briefs. Develop and generate narrative as well as visualisation reports (tables, graphs, dashboard, etc.) from spreadsheets or data base or Business Intelligence tools.

- ENQUIRIES** : Mr Kobus Van der Merwe TEL NO: (012) 352 1018
- POST 01/33** : **ASSISTANT DIRECTOR: NORTH WEST PROVINCIAL OFFICE REF NO: ASD/NWPO/01/18**
- SALARY** : R417 552 - R491 847 per annum (Level 10) (excluding benefits)
CENTRE : North West Provincial Office, Mahikeng
REQUIREMENTS : 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: A National Diploma/Degree (New NQF Level 6 or 7) in the field of Social Sciences, Labour Relations/Law/Public Administration/Management and or Human Resources. 2-3 years' experience as a State Administrative Officer or equivalent experience in a related field, including in the private sector. Experience in conducting Research, Monitoring & Evaluations, and promotion of Professional Ethics and management of conflict of interests. knowledge of investigation of Complaints/Grievances; Knowledge of the Public Service Act, Public Service Regulations, Public Service Commission Act and other related Public Service prescripts. Computer skills in Microsoft Office package: Word, Excel, PowerPoint and Outlook. Report writing and verbal communication skills; project management skills as well as presentation skills. Commitment to working under sustained pressure and be self-motivated. Be a self-starter and show initiative. Ability to work independently and in matrix teams. A valid driver's license and willingness to travel.
- DUTIES** : Provide support to Deputy Directors in carrying out research monitoring and evaluation projects. Provide support in the development of research and monitoring instruments. Assist in the Promotion of professional ethics and management conflict of interest in the province. Conduct Public Administration and Labour Relations related investigations. Develop research project proposals and costing of the projects using available instruments. Use Excel spreadsheet and other statistical software packages in the analysis of data. Conduct service delivery inspections at identified sites. Analyze evidence/data and draft cogent reports emanating from the data. Analyze evidence/data and draft cogent reports emanating from the data. Draft memoranda emanating from key performance areas. Draft submissions with reasoning and make findings. Draft submissions with reasoning and make findings. Carry out additional duties and functions relating to the PSC mandate as assigned by the Provincial Director. .
- ENQUIRIES** : Mr Bully Sedibe TEL NO: 018 384 1000
- POST 01/34** : **ASSISTANT DIRECTOR: ACQUISITION AND LOGISTICS MANAGEMENT REF NO: ASD/ALM/01/18**
- SALARY** : R334 545 - R404 121 per annum (Level 9) (excluding benefits)
CENTRE : Head Office, Pretoria
REQUIREMENTS : 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: A National Diploma/Degree (New NQF Level 6 or 7) in the field of Logistics, Supply Chain Management or equivalent qualification. 2-3 years' experience in Supply Chain Management. Good understanding of supply chain management legislations and procedures. Good understanding and experience of PFMA, PPPFA, Treasury Regulations and B-BBEE. Good analytical, planning, organising, teambuilding, facilitation skills. Computer utilisation/ literacy (MS Office: Word, MS Excel, etc.) and LOGIS experience are essential. Must have the ability to communicate effectively and tactfully with diverse people including Staff and Office of the Public Service Commission's (OPSC) stakeholders. A valid driver's license and willingness to travel.
- DUTIES** : Demand and Acquisition Management including overseeing secretariat function of Bid Committees i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee. Logistics Management i.e. monitoring of the ordering, receipt and storing of stationery and printing consumables. Processing of Payments i.e. placement of orders, and payments within delegated powers, pre-authorisation of payments. Rendering LOGIS Support; supervising officials in the Supply Chain Management unit.

ENQUIRIES

: Ms Adri Coetzer TEL NO: (012) 352 1111