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: 02 March 2018, 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. 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. Shortlisted candidates will be subjected to a practical test. 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.

OTHER POSTS

POST 05/44: ASSISTANT DIRECTOR: INFORMATION SYSTEMS REF NO: ASD/IS/02/18

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 in Information Technology or related field (New NQF Level 6 or 7). At least 3 – 5 years’ experience of working with HTML, ASP, ASP.NET JavaScript, Administering Microsoft SQL 2012, 2014, 2016 and SharePoint administration is required. At least 3 – 5 years’ experience in programming. At least 3 – 5 years’ experience in working with Transversal systems BAS, PERSAL, LOGIS (user support). Knowledge and certification in IT project management will be an added advantage. A valid driver’s license.

DUTIES: Asses the feasibility of proposals for new systems as presented by users. Prepare user requirements specification documents. Design and develop new systems, test and implement using SDLC methodology. Support users and maintain existing systems. Support SharePoint environment. Formulate programming changes in response to business needs. Initiate and document code changes. Prepare programme descriptions and documentation. Ensure that all changes follow the prescribed Change Management procedure before deployment into production environment. Provide first line support on all developed systems, including liaising with service provider. Provide support for the Data warehouse including writing queries, creating reports and
providing user support. Manage Service Level Agreements with internal and external stakeholders

ENQUIRIES : MR E MASANGO TEL NO: (012) 352 1125

POST 05/45 : ADMINISTRATIVE SECRETARY TO THE DEPUTY DIRECTOR-GENERAL
NO: AS/DDG/01/18.

SALARY : R226 611- R266 943 per annum (Salary Level 7)
CENTRE : Head office, Pretoria
REQUIREMENTS : A Secretarial Diploma (NQF Level 5) coupled with three (3) to five (5) years’ experience in client liaison and general administration. A National Diploma/Degree in Public Administration/Public Management or social sciences (NQF Level 6/7) degree will be an added advantage. Experience in formatting reports and layout of documents. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. Must be willing to occasionally work after hours. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. Must have a valid driver’s license.

DUTIES : The successful candidate: Will be responsible for the smooth operation of the Deputy Director General’s. He/she will serve as a Personal Assistant to the Deputy Director-General. Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports. Administering office correspondence/documents/reports. Assist in the expenditure control for the office of the Deputy Director-General. Making travel and accommodation arrangements and processing claims thereof. Drafting and typing correspondence/documents including PowerPoint presentations. Maintaining and managing the filing system. Organising meetings/workshops and taking minutes during meetings. Administering the Deputy Director-General’s diary. Acting as a receptionist for the Deputy Director-General and the Office.

ENQUIRIES : MS K Sedibe Tel No: (012) 352 1206

POST 05/46 : EARLY RESOLUTION OFFICER REF NO: ERO/02/18

SALARY : R183 550 - R216 216 per annum Level 6 (excluding benefits)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A National Diploma (New NQF level 6) qualification in public administration, social sciences or law. An Advanced Certificate in Customer Contact Centre Operations will serve as an advantage. Language Proficiency in Afrikaans, isiXhosa and isiZulu. 2-3 years’ experience in a call center environment, administration or investigations. Operational knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook. Telephone etiquette and report writing skills. Interviewing skills. An assertive, trustworthy professional with integrity. Good interpersonal relations. Problem solving. Ability to work independently, under pressure and as part of a team. Basic investigation skills. Knowledge and skills in Administration. Organizing information and data. Knowledge of legislation/Regulations e.g. the Constitution of South Africa, Promotion of Administrative Justice Act, Promotion of Access to Information Act and Prevention and Combating of Corrupt Activities Act.

DUTIES : Receive complaints from callers/whistle-blowers via telephone, e-mail, fax and website. Obtain relevant information by asking clarifying questions with the use of OPSC template. Request documentation where available and conduct appropriate follow-up where necessary. Refer/advice the callers to report cases which falls outside the mandate of the PSC to other avenues. Provide callers with NACH reference number for feedback purposes. Summarizing and generating case reports using the Case Management System.

ENQUIRIES : Mr MJ Mudau Tel No: (012) 352 1038