

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*The Department of Public Service and Administration is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities and women are encouraged to apply*

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Chief Director: Human Resource, Security and Facilities Management, Department of Public Service and Administration, Private Bag X916, Pretoria, 0001. Applications can also be hand-delivered to the Department of Public Service and Administration, 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 19 February 2018
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Government department or online at www.gov.za. ALL sections of the Z83 must be completed, signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 6 months); Proof of citizenship if not RSA citizen; a comprehensive CV 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification and criminal records. If an applicant wishes to withdraw an application, this must be done in writing. The Department reserves the right not to fill the above-mentioned post.

## MANAGEMENT ECHELON

- POST 05/56** : **DIRECTOR-GENERAL: PUBLIC SERVICE AND ADMINISTRATION (5-YEAR CONTRACT APPOINTMENT) REF: DPSA/00.**  
Purpose: The position of Director-General in the Department of Public Service and Administration is the highest administrative executive position, which is responsible for providing overall leadership, management and drive the strategic direction of the Department.
- SALARY** : An all-inclusive remuneration package of R1 782 687. per annum, consisting of a basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE REQUIREMENTS** : Pretoria  
Applicants must be in possession of an appropriate SAQA recognised undergraduate qualification (at NQF 7) and a post graduate qualification (at NQF 8). 8-10 years of experience at a senior managerial level (At least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). Extensive knowledge and understanding of Public Administration. In-depth knowledge of Government legislative framework, Public Service legislative and policy frameworks, the National Development Plan, Programme of Action and Government Medium Term Strategic Framework. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good

communication and interpersonal skills. Good networking skills/ Stakeholder management and coordination.

**DUTIES**

: (Key Performance Areas): As the Accounting Officer and Head of the Department, the Director-General will be responsible for ensuring that the Department delivers on the following strategic goals: Promotion of stability of leadership in the top levels of the bureaucracy by introducing clear delegations and improving public confidence in the process and quality of appointments; promote the public service as a career of choice by adopting a more long term approach to developing the skills and professional ethos that underpin a development oriented public service; improve management and operations systems to challenges frontline staff face in delivering quality services to citizens; improve accountability as set out in the Batho Pele principles and the Public Service Charter; build and maintain sound labour relations, human resource management practices and remuneration policies; and improve confidence in the integrity of the public service through strengthening the fight against corruption. As Accounting Officer, assume overall management and accounting responsibilities over resources such as human, finances and assets as well as the overseeing of the ongoing strategic transformation and change management processes in the Department; Ensure compliance with all applicable legislation and, in particular, the provisions of the Public Finance Management Act, Public Service Act and its Regulations, the Preferential Procurement Policy Framework and the Employment Equity Act; Manage the Department effectively, through ensuring that a Strategic Plan is developed, executed and reported on, which outlines the Department's key programmes, activities, outputs and performance measures against which the Department's performance will be measured; Maximise the DPSA's role in the building of a capable and developmental state, through the development and implementation of appropriate legislation, regulations and strategies. Develop and implement policies that will result in the creation of an efficient, effective and development oriented public service and give effect to other Government policies, strategies and programmes in order to achieve approved transformation goals. Ensure a coordinated and integrated approach in achieving Government objectives through building and strengthening relationships with other delivery partners, spheres of Government and oversight structures; Actively participate in Government clusters and interdepartmental structures aimed at facilitating and promoting the achievement of an integrated approach to delivery on Government objectives and strategies; Support Cabinet and the Minister in the execution of the Government's programme of action.

**ENQUIRIES**

: Mr Kenny Govender, Tel. 012 336 1045.

**NOTE**

: All short-listed candidates for the post 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 be required to sign annual performance agreements, submit annual financial disclosures, undergo security clearance and abide by public service legislation and prescripts.