

## 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 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** : 09 March 2018 at 15:45
- 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. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

## OTHER POSTS

- POST 06/45** : **DEPUTY DIRECTOR: RESEARCH: REF NO: DDR/02/18**
- 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** : Mpumalanga Provincial Office  
A Degree or equivalent qualification (NQF Level 7) in the field of Social Sciences and/or Public Administration and/or Development Management. A post graduate qualification (NQF Level 8) will be an added advantage. Appropriate experience in the development of Public Administration Practice. Strong technical competence and proven experience in research, research design, data analysis and Monitoring and Evaluation methods. Knowledge of Public Management, Administration, Human Resource Practices, Corporate Governance and Financial Management. Thorough understanding of government administration. Good report writing, presentation and analytical skills. People management, project management, and communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Valid driver's license.
- DUTIES** : Evaluate the performance of the Mpumalanga provincial public service using indicators and standards for each of the principles in section 195 of the Constitution. Design and develop research project proposals and/or project plans. Conduct Monitoring and Evaluation and social research on the public service. Evaluate Public Administration practices in Provincial Departments and develop solutions to identified problems. Conduct service delivery investigations and inspections. Conduct research in Human Resource Management and Development Practices and develop solutions to identified problems. Draft reports emanating from the key performance areas, including the annual report on the Compliance of the Constitutional Values and Principles of the Mpumalanga Provincial Government
- ENQUIRIES** : MR C Jacobs Tel No: 013 755 4070

**POST 06/46** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND SPECIAL PROGRAMMES REF NO: DD/HRDSP/02/18**

**SALARY** : All inclusive remuneration package of R657 558 - R774 576 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** : National 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 Degree (New NQF Level 7) in Human Resources / Public Administration / Public Management. A minimum of 5 years' experience at an Assistant Director (supervisory) level in the area of Human Resource Development including Performance Management. Experience in Labour Relations and Special Programmes. Proven verbal and written communication skills. Sound interpersonal skills and the ability to think creatively. Extensive knowledge of the regulatory framework in the field of Human Resource Management and Development. Experience in implementing Learnership and Internship programmes. Sound People management skills. Sound presentation skills. Sound Knowledge of Labour Relations. Supervisory and management skills. Knowledge of transformation interventions (such as HIV/AIDS, Employment Equity, Gender, Disability and Youth). In-depth knowledge of HR policies, systems, processes and procedures and best practices. A valid driver's license.

**DUTIES** : Effectively manage the Human Resource Development, Labour Relations and Special Programmes sub-directorate. Provide secretariat and advisory service to the Human Resource Development Committee. Manage the Employee Wellness Programme contract. Developing, implementing and reviewing Human Resource policies and transformation interventions. Monitoring, evaluating and investigating misconduct cases and handling grievances properly. Overseeing Labour Relations matters, performance management improvement system and Human Resource Development. Manage skills development, Learnership and Internship programmes. Manage financial and human resources of the sub-directorate. Represent the Employer at the Department Bargaining Chamber. Represent the Office in Human Resource Development and Labour Relations Forums.

**ENQUIRIES** : MR DC Ndondolozzi Tel No: (012) 352 1212

**POST 06/47** : **DATA ADMINISTRATOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DA/PAI/02/18**

**SALARY** : R152 862 - R180 063 per annum (Level 5) (excluding benefits)

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A Senior Certificate coupled with a proven record of administration and office management experience. Extensive PC skills in MS Office Suite, including Word, MS Excel, PowerPoint and Outlook (formal qualifications and practical usage). An advanced MS Excel course would be an advantage. Must have a comprehensive understanding and knowledge of data administration, which includes the analysis, interpretation and presentation of data. Excellent administrative, organizational, and communication (verbal and written) skills. Assertive, trustworthy, professional with integrity. Good interpersonal relations. Creative, motivated, self-driven, results-oriented and have initiative. Ability to work both independently and as part of a team. Ability to work under pressure. A valid driver's license.

**DUTIES** : The successful candidate will be responsible for: The collection and validation of data on complaints lodged with the Public Service Commission through the Public Service Commission Rules on conducting investigations and the National Anti-Corruption Hotline for all National and Provincial Departments. Manage the database in respect of the complaints lodged with the Public Service Commission. Assist with the compilation of statistical reports on complaints lodged to the various management forums of the Office of the Public Service Commission as well as the Public Service Commission. Sending out requests for update of the database to Head Office staff and the

**ENQUIRIES**

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Regional Offices. Capture reports from Head Office staff and Regional Offices.  
Scanning of documents electronically on the Case Management System.  
Assisting staff both in the national and provincial offices with problems  
experienced with the capturing and processing of data  
MR S Maphike Tel No: (012) 352 1215