

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** : 05 March 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.

OTHER POSTS

- POST 07/27** : **BRANCH COORDINATOR: EMPLOYMENT OF CONDITIONS OF SERVICE REF: DPSA18/004**
Purpose: To provide effective and efficient office management, administrative support and coordination for the Office of the DDG and the Branch.
- SALARY** : An all-inclusive remuneration package of R657 558, per annum (Level 11). Annual progression up to maximum salary of R774 576 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate B Degree or equivalent qualification at (NQF level 7) in Public Administration or related qualification, 3-5 years' experience in administration. Proven experience in managerial support. Good interpersonal skills. Experience in financial management. Communication, organising and programme co-ordination skills. Computer literacy/typing skills. Good office administration and report writing. Good decision-making skills/ a self-starter. Willingness to work after hours when needed. Knowledge of strategic planning framework of government. Research skills.
- DUTIES** : Deal with the day-to-day management of the office. Co-ordinate the workflow within the branch between various divisions. Manage communication and

correspondence with internal and external clients. Draft correspondence (letters, reports, memoranda and submissions). Manage and control budget of the branch effectively and efficiently. Liaise with SMS members in the branch and the office of the DDG. Monitor policy and project implementation in general. Prepare and submit reports for the Branch in consultation with component Heads. Work within a matrix with other Branch Co-ordinators. Co-ordinate the branch strategic plans and conduct research. Monitor and report against Branch Operational Plans. Respond to matters on behalf of the DDG. Co-ordinate and maintain a minute register of all senior management meetings of the Branch. Represent the Branch or DDG in internal and external meetings. Manage and maintain a database, filing system, record keeping and institutional memory of the branch.

**ENQUIRIES
NOTE**

: Mr. Victor Sakala, Tel. 012 336 1336.
 : Please 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. 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.

POST 07/28

: **LEGAL ADMINISTRATION OFFICER X3 REF: DPSA18/003**
 Purpose: To render reliable, efficient and effective legal advisory support service to the Chief Director: Legal Services of the Legal Services Component in an objective manner in the form of written opinions, submissions and agreements; and assist with the implementation of the applicable legislation through workshops, research and projects.

SALARY

: R202 632. per annum (MR 2-3). An annual progression up to maximum salary of R258 672 is possible, subjected to satisfactory performance.

**CENTRE
REQUIREMENTS**

: Pretoria
 : Applicants must be in possession of an appropriate SAQA recognised undergraduate qualification with an LLB Degree (at NQF 7) or equivalent four years' Legal qualification, plus at least 1 to 7 years' appropriate/recognisable legal experience after obtaining the relevant legal qualification. Good knowledge of the South African legal system, law of contract, legal compliance, litigation management, drafting of legislation and other legal instruments; Ability to conduct legal research and to work independently; Good interpersonal, problem solving, and dispute resolution skills; Computer literate. Sound knowledge of the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Service Act and Public Finance Management Act is required. Good communication and writing skills and willingness to travel is essential. Knowledge of labour related legislation and policies will be an added advantage.

DUTIES

: The successful candidate will provide professional legal support and advice to the Department and Ministry. Draft legal documents, memoranda, reports and submissions and provide verbal and written legal opinions on a variety of matters, including matters related to state losses and liabilities. Scrutinise legislation and subordinate legislation administered by the Department and provide assistance during the legislative process. Attend to litigation matters on behalf of the Department through the State Attorney. Scrutinise draft international agreements and comply with the prescribed procedure for the conclusion of international agreements. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the Department.

**ENQUIRIES
NOTE**

: Mr. Danie Maree, Tel. 012 336 1281.
 : Please 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. 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.