

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** : 25 May 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.

MANAGEMENT ECHELON

- POST 18/30** : **DIRECTOR: LABOUR RELATIONS IMPROVEMENTS, DISPUTES AND LITIGATION REF NO: DLR/04/2018**
- 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 Labour Law or Labour Relations with not less than 5 years' experience in labour relations or human resource management practices and grievance investigation. A Post graduate qualification in the area of Labour Law or Labour Relations will be an added advantage. A Minimum of 5 years' experience in the Middle/Senior Management Services. Proven experience in applied research, monitoring and evaluation. Proven experience in case management and trend analysis. Demonstrated competence in management of human and financial resources. Presentation Skills. Report writing skills. Knowledge of Public Service Policies and the Regulatory Framework. Ability to work under pressure and willingness to travel. Sufficient computer skills in Microsoft Office Suite (Excel, Word and PowerPoint package). A Valid driver's license.
- DUTIES** : Research on and keep abreast of the latest developments in legislation, Labour Law (including applicable case law), rules and trends in Labour Relations and Human Resource Management Practices. Investigate and mediate grievances and related complaints of employees in the Public Service. Draft reports/submissions/memoranda to advise the PSC on investigation of grievances. Monitor and evaluate the application of sound Labour Relations principles in national and provincial departments. Participate in cross-functional investigations and projects. Conduct research on Labour Relations matters. Contribute towards the strategic direction of the organization in improving sound Labour Relations in

government departments. Advise and assist the Commission with disputes relating to grievances. Supervise and assess the performance of personnel within the Directorate. Provide strategic direction as a member of Office's Management Team and manage the financial and human resources of the Directorate in line with relevant legislative and policy imperatives.

ENQUIRIES : ADV. MM Malebye Tel No: (012) 352 1192 / 1012

OTHER POST

POST 18/31 : **STATE ADMINISTRATIVE OFFICER: NATIONAL ANTI-CORRUPTION HOTLINE REF NO: SAO/NACH/04/18**

SALARY CENTRE : R226 611 - R266 943 per annum (Level 07)
: Head Office, Pretoria

REQUIREMENTS : A Senior Certificate coupled with an appropriate recognised National Diploma/Bachelor's Degree or equivalent qualification (NQF Level 6/7) in Public Administration or Social Sciences. 2-3 years' relevant experience. Understanding of Public Service Regulatory Framework, Legislation, National Anti-Corruption Strategy and Promotion of Professional Ethics. Understanding of government programmes and priorities. Proven administrative and organisational skills. Proven research and analytical skills. Project management skills in MS Office Suite (Word, Excel, PowerPoint and Outlook). Good interpersonal skills and ability to handle pressure. Creative, motivated and result oriented individual. Excellent written and verbal communication skills. Ability to work independently and as part of a team. A valid driver's license and willingness to travel will be an added advantage.

DUTIES : Assist in managing cases of alleged corruption reported on the National Anti-Corruption Hotline. Produce data and statistical information as and when required. Assist in promotion of professional ethics in the Public Service. Assist in managing conflicts of interest in the Public Service and conducting Anti-Corruption Hotline workshops at National Departments and provision of overall administrative support of the Chief Directorate: Professional Ethics.

ENQUIRIES : MR NJ Mudau Tel No: (012) 352 1038