

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** : 14 June 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 21/18** : **DIRECTOR: LITIGATION AND LEGAL SERVICES REF NO: D: LLS/05/2018**
- 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** : 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. An appropriate recognised Bachelor's Degree (new NQF level 7) in Law. A post graduate degree in Law and admission as an Attorney or Advocate will be an added advantage. Proven knowledge of and experience in Constitutional Law, Administrative and Procedural Law, Interpretation of Statutes, Law of Contracts, Civil and Criminal Procedure, Public Sector legislation and legislative processes. Demonstrable understanding of public service legislation, its application and policy development in the public service, labour law and legal practices. A minimum of 5 years' experience at a Middle/Senior Management level. A minimum of 5 years post admission experience in legal practice or legal department in the public or private sector. A minimum of 5 years legislative drafting experience. Proven experience in leadership or managerial position in a legal environment. Appropriate experience in project management and financial management skills. Exceptional written and communication skills, including writing and drafting legislation. Analytical thinking, problem solving and conflict resolution skills. Strategic leadership skills. Well-developed research skills. Negotiation and interpersonal skills. Sufficient computer skills in the Microsoft Office Suite (Excel, Word and PowerPoint package). Proven managerial record. A Valid driver's license.

DUTIES : Provide sound legal advisory services to the OPSC. Render formal and informal legal opinions. Formulate and draft complex, high level formal legal opinions and complex contracts of a commercial nature. Draft/Vet and manage contracts. Represent the Office of the Public Service Commission in Litigation matters and also manage litigation. Ensure legislative compliance. Liaise with the State Attorney's Office and the Office of the Chief State Law Advisors. Draft MOUs and handle all PAIA matters. Draft primary and secondary legislation relating to the mandate of the PSC. Present draft bills and legislation to relevant forums

ENQUIRIES : Ms F Viviers Tel No: (012) 352 1145

POST 21/19 : **PROVINCIAL DIRECTOR: NORTH WEST REF NO: PD/NW/05/2018**

SALARY : All inclusive remuneration package of R948 174 – R1 111 918 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 : North West Provincial Office

REQUIREMENTS : A recognised Bachelor's Degree or equivalent qualification National Diploma/Bachelor's degree (NQF level 6/7) or equivalent qualification in Human Resource Management, Public Management/Administration, Law or Social Sciences. 5 years' relevant experience in a middle/senior management post. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service Proficiency in collecting and analyzing data on public service performance indicators. Ability to analyse, summarise and comment on current debates in public administration. Experience in project management. Good Communication and Presentation Skills. Financial Management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Suit e.g. Excel, Word and PowerPoint. A valid driver's license.

DUTIES : Conduct Research, Monitoring and Evaluation and Investigation in all areas covered by the values governing Public Administration. Promote a high standard of Professional Ethics in the Public Service. Investigate grievances and complaints and make recommendations to the Public Service Commission. Advise the PSC on any matter regarding the execution of its mandate and performance of its function in the North West Province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the North West Province. Submit contributions on the PSC's work in the North West Provincial Office for inclusion in the Annual Report.

ENQUIRIES : Ms I Mathenjwa Tel No: (012) 352 1190

OTHER POST

POST 21/20 : **DEPUTY DIRECTOR: HUMAN RESOURCE BEST PRACTICE REF NO: DD: HRBP2/05/18**

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 : 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. An undergraduate qualification (New NQF Level 7) with majors in any of the following: Human Resource Management,

Personnel Management, Industrial Psychology, Public Management or Public Administration. A Post graduate qualification (New NQF level 8 and above) with courses relevant to the area of human resources management, public management and public administration, will be an added advantage. A minimum of 5 years' experience at an Assistant/Middle Management level. Experience in applied research methodologies; monitoring and evaluation; and project management. Minimum of 5 years' experience in Human Resource Management operations. Experience in policy analysis and review. Excellent Communication skills with reference to report writing and presentation. Knowledge and application of the Public Service Human Resource Management regulatory framework (Public Service Act, Public Service Regulations), including other relevant Labour legislation and policy prescripts. Ability to work independently and in a team. Knowledge and experience in Microsoft Office Suite, e.g. Microsoft Word, Excel and PowerPoint. A valid driver's license and willingness to travel.

DUTIES

: Monitor and assess compliance with Public Service Leadership and Human Resource Management prescripts. Evaluate practices impacting on Public Service Leadership and Human Resource Management. Conceptualize and draft research proposals; conduct research and identify good practices; and prepare reports on Leadership and HRM practices and processes. Formulate proposals/recommendations to promote good Leadership and Human Resources Management practice. Participate in cross functional projects, investigations, monitoring and evaluation exercises. Manage the execution of assigned projects. Prepare and make presentations to internal and external stakeholders. Provide professional advice on Leadership and HRM practices and the legislative and regulatory framework to departments and the Commission.

ENQUIRIES

: Ms NA Kelengeshe Tel No: (012) 352 1146