

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 18 June 2018
- NOTE** : All short-listed candidates for SMS posts 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 DPISA Directive on the implementation of the competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPISA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement, and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document (certified in the past 06 months). Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience 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. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security screening, security vetting, qualification verification and criminal records.

## OTHER POSTS

- POST 22/55** : **DEPUTY DIRECTOR: LEADERSHIP DEVELOPMENT MANAGEMENT REF NO: DPISA/18/006**
- SALARY** : An all-inclusive remuneration package of R779 295 per annum (Level 12). Annual progression up to maximum salary of R917 970 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structure according to personal need within a framework.
- CENTRE REQUIREMENTS** : Pretoria  
: An appropriate qualification at NQF level 7 in Human Resource Management / Organisation Development, Public Management Administration or Labour Relations fields, Minimum of 3-5 years managerial experience at middle management level, Sound knowledge of Public Service Policy Framework, knowledge of Employment Relations, Policies and Procedures, Strategic thinking, Project management, Team Leadership, Conflict Management and Methodologist, Written and verbal communication, analytical, research, managing interpersonal conflict and resolving problems and policy development skills. Ability to apply technology communication and information management. Ability to work in a collaborative environment with key stakeholder. Computer literacy, a valid driver's licence.
- DUTIES** : To advise and effectively support human resource practices in relation to training and development of the Senior Management Service in the Public Service.

Research, develop and maintain policies and practices pertaining to training and Development Management of members of the SMS, Render clear and accurate advice on training and development for members of the SMS. Building capacity by providing training/conducting workshops on the policies, practices and systems related to training and development for the SMS. Provide advice and support to the MPESA, DM, DG and participate in DPESA transversal projects related to functional area of training and development. Management and Maintenance of competency based assessment practice and render technical support in terms of recruitment and selection policy and directive.

**ENQUIRIES** : Ms. R. Makhubela Tel No: (012) 336 1108

**POST 22/56** : **CHIEF ADMINISTRATIVE ASSISTANT REF NO: DPESA/18/008**

**SALARY** : R226 611 per annum (Level 07). Annual Progression up to a maximum salary of R266 943 per annum is possible, subject to satisfactory performance.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate/Matric or equivalent qualification (NQF level 4). Appropriate experience in office administration and human resource management. Client orientation and customer focus, continuous improvement, problem solving and decision making skills. Communication and interpersonal skills. Knowledge of the Public Service Regulations and supply chain management processes. Proficiency in Ms Word and Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Good verbal and written communication skills.

**DUTIES** : Manage the advertising of vacancies throughout the Public Service and provide operational and administrative support to other members in the component. Issue the weekly Public Service Vacancy Circular. (Receive advertisements from departments via e-mail and fax. Analyse and peruse the advertisements. Distribute advertisements submitted by departments to the Administrative Assistant for the compilation of the Vacancy Circular and quality assure the final version thereof before releasing it for issuing). Develop and implement an annual programme for the issuing of the Vacancy Circular and the dates on which advertisements must be submitted for placement in the Vacancy Circular. Maintain databases on recruitment advertising in the Public Service Vacancy Circular and staff exits from the Public Service in terms of the Employee Initiated Severance Package initiative. Compile reports on advertising trends. Provide statistics on advertising trends and staff exits in terms of the Employee Initiated Severance Package initiative. Render administrative tasks in support of the other line function work of the component.

**ENQUIRIES** : Mr Sam Ntshangase, Tel No: 012 336 1262

**NOTE** : The DPESA reserves the right to require applicants to undergo practical exercises/tests/competency assessments during the selection process.

**POST 22/57** : **ACCOUNTING CLERK: SALARIES REF NO: DPESA/18/009**

**SALARY** : R152 862 per annum (Level 05). An annual progression up to a maximum salary of R180 063 is possible, subject to satisfactory performance.

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of Grade 12 with accounting or equivalent qualification at NQF level 4. Minimum of 1-2 years' experience in accounting and Public Service regulatory framework. Knowledge of BAS and Persal. Sound interpersonal and communication skills. Problem identification and solving skills. Effective administrative and organisational skills. Computer literacy.

**DUTIES** : Purpose: to ensure all salary related transactions are processed. Assist with cashier related functions. Capture T&S claims, salary deductions and allowances. Administrate salary, tax, payroll and suspense account. Administrate leave discounting for employees termination of service. Develop new policies and / or maintain and improve on existing processes and procedures.

**ENQUIRIES** : Ms. .N.J. Mahlangu Tel No: (012) 336-1021.