

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. Please note that from 26 June 2018 our new address will be Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria. All hand-delivery applications should be brought to our new address from 01 July 2018.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 20 July 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. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Please take note that late applications will not be accepted. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 25/30** : **DIRECTOR: HUMAN RESOURCE BEST PRACTICE (1) REF NO: D: HRBP1/06/18**
- 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** : National Office, Pretoria
- REQUIREMENTS** : An under graduate 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 a Middle/Senior Management level. Experience in applied research methodologies; monitoring and evaluation and project management practices. Experience in organizational development, policy analysis and review. Knowledge of Public Service Prescripts. Report writing skills. Excellent Communication skills both verbal and writing.

Knowledge in/and application of the Public Service Human Resource Management regulatory framework including PSA, PSR, LRI and other relevant legislation and/or policy prescripts. Work independently and in a team. Possess knowledge and experience in Microsoft Office Suite, eg. Microsoft Word, Excel and PowerPoint. A valid driver's license.

- DUTIES** : Monitor and Evaluate practices impacting on Public Service Human Resource Management. Conduct and develop good practices in the areas of Public Service Human Resources Management. Monitor and Evaluate Public Service Organizational Development and formulate proposals/recommendations to promote good practices. Formulate strategic plan for the unit in line with the broader organisational mandate. Participate in cross functional projects, investigations, monitoring and evaluation exercises. Advise the Public Service Commission (PSC) on any Human Resource Management practice on line with the execution of its mandate and the performance of its functions. Manage the budget of the Directorate to ensure that it contributes towards effective financial management of the organization. Manage human resources and ensure effective utilization thereof. Supervise and manage the execution of projects. Conceptualize, implement and manage research projects and other flagship assignments. Draft research project proposal, conduct research and prepare reports on HRM&D practices and processes that impact on the performance of the departments in the public service. Prepare and make presentations to internal and external stakeholders. Assess compliance with HRM&D prescripts that regulate HRM&D practices and investigate causes of non-compliance by Department of Public Service. Provide professional advice on HRM&D practices and the legislative and regulatory framework to the departments and the Commission.
- ENQUIRIES** : Mr Lusani Madzivhandila Tel No: (012) 352 1296

OTHER POSTS

- POST 25/31** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: ASD/HRMPM/06/18**

- SALARY CENTRE REQUIREMENTS** : R334 545 - R404 121 per annum (Level 09) (excluding benefits)
: National Office, Pretoria
: A National Diploma (NQF Level 6) in the field of Human Resource Management, Human Resource Development or equivalent qualification. 3-5 years' experience in Human Resource Development, Organisational Development, Performance Management and skills Development Facilitation. Essential knowledge of the relevant HR Framework, including the Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, South African Qualifications Authority Act, National Human Resource Development Strategy, Senior Management Services Handbook, Performance Management and Development Framework. Commitment to people-centered organizational development, supervisory and presentation skills. Ability to work under pressure. Good interpersonal relations. Creative, motivated, self-driven, results-oriented and shows initiative. Ability to work independently and with a team. Commitment to transformation. A code EB driver's license.

- DUTIES** : Compile and implement the Workplace Skills Plan and submit presentation reports to PSETA. Develop and review HRD Policies. Manage internship/learnership and ABET programmes. Provide advice and information to management and staff with regards to training and development matters. Conduct in-house workshops on orientation/re-orientation and approved HRD policies. Represent the Office in the Human Resource Development Forums. Manage the service providers in the implementation of the learnership, skills and ABET programmes. Align the Workplace Skills Plan with the strategic objectives of the Office. Manage and monitor the implementation of performance management and development system in the Office. Ensure the proper implementation of the Incapacity Code and Procedures in respect of poor performance in accordance with PSCBC Resolution 10 of 1999. Perform human resource functions, which include supervision of staff, staff performance and development, asset, finance and stationary.

- ENQUIRIES** : Ms Mirriam Mahuma Tel No: (012) 352 1072

POST 25/32 : **SENIOR HUMAN RESOURCE PRACTITIONER: SPECIAL PROGRAMMES**
REF NO: SHRP: SP/06/18

SALARY : R281 418 - R331 497 per annum (Level 08)
CENTRE : National Office, Pretoria
REQUIREMENTS : Three (3) years Bachelor's degree in Social Science, Social Work or National Diploma in Social Sciences or related field at NQF level 6/7. Minimum of 5 years experience in Employee Health and Wellness matters and Special Programmes. Must have knowledge of relevant legislations, policy development and formulation. The following skills are required: Must Communications (written and oral). Computer Literacy. Report writing. Stakeholder Management. Conflict Handling and Interpersonal Relations. Analytical, Problem-Solving and Decision-Making. Ability to work independently and a team player. Must have been trained and accredited as Peer Educator. A valid Driver's License.

DUTIES : The successful candidate will be expected to administer EWP or Special Programmes in the Public Service Commission (HIV/AIDS, Change Management Interventions, Gender and Transformation issues). Draft and formulate reports, monitoring tools and plans due to DPSA on monthly and quarterly basis. Develop, formulate and monitor policies, responsible for Youth matters, Elderly and the management of special events. Responsible for Employee Wellness Programme functions in the PSC such as making referrals and offer counselling and training of peer educators and training to employees. Responsible for the compilation of the Employee Wellness Programme related reports.

ENQUIRIES : Ms Mirriam Mahuma Tel No: (012) 352 1072