

## 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](mailto: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 26/73** : **PROVINCIAL DIRECTOR: KWAZULU-NATAL REF NO: PD/KZN/06/2018**
- 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 REQUIREMENTS** : KwaZulu-Natal Provincial Office, Pietermaritzburg  
A recognised Bachelor's Degree (NQF level 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 and report writing. 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 KwaZulu-Natal 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 KwaZulu-Natal Province. Submit contributions on the PSC's work in the KwaZulu-Natal Provincial Office for inclusion in the Annual Report.

**ENQUIRIES** : Mr M Malatsi Tel No: (012) 352 1073

#### **OTHER POST**

**POST 26/74** : **STATE ADMINISTRATION OFFICER: PUBLIC SERVICE COMMISSION REF NO: SAO/PSCS/06/2018**

**SALARY CENTRE** : R242 475 – R285 630 per annum (Level 07) (excluding benefits)  
: National Office, Pretoria

**REQUIREMENTS** : A 3 year post school qualification National Diploma (NQF Level 6) in Public Administration/Public Management or social sciences degree. At least five years' experience in the Public Service, of which at least three must involve providing a support service to senior management. Knowledge of the public service regulatory framework and the application thereof. Advanced Computer Literacy. Proven experience of budget management/controlling expenditure. A thorough understanding of government administration. Valid code 08 driver's licence. Ability to work both independently and as part of a team.

**DUTIES** : Maintaining an effective and efficient administrative support system for the Chief Directorate and D: Litigation and Legal Services. Providing administrative and logistical support to governance events, meetings and workshops of the PSC. Providing overall performance monitoring and analysis support, by facilitating the submission of quarterly performance reports and supporting evidence and verifying submitted evidence against reported progress for reliability, relevance and accuracy. Coordinating and processing of PSC travel requests and expenditure. Monitoring and tracking expenditure within the authority of the Programme Manager.

**ENQUIRIES** : Ms LC Viviers Tel No: (012) 352 1145