

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 women and people with disabilities will receive preference.

- APPLICATIONS** : Applications can be posted to: Department of Public Service and Administration, Private Bag X916, Pretoria 0001 or delivered to Batho Pele House, 546 Edmond Street, Arcadia, 0083. E-mail and Faxed applications will not be considered.
- FOR ATTENTION** : Mr. Thabang Ntsiko
- CLOSING DATE** : 30 July 2018
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference , Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by 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 DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

- POST 28/70** : **DIRECTOR: ORGANIZATIONAL DESIGN REF NO: DPSA/18/010**
- SALARY** : All-inclusive package of R948 174 per annum Level 13. Annual progression up to a maximum salary of R1 116 918 is possible, subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structured according to your needs within a framework.
- REQUIREMENTS** : An appropriate B Degree or equivalent qualification at NQF level 7 in the fields of either Management Sciences/Organization Development/Work-study/HRM/Social Sciences. Sound knowledge of the Public Sector Legislative and Regulatory frameworks and evolving organizational design principles and techniques. A proven track record in the OD field and relevant managerial experience. A valid driver's license and a willingness to travel to provinces. Competencies: A self-starter with Strategic Leadership Capabilities and highly analytical thinking; Strong People Management and Empowerment skills, as well as grounded Project Management capabilities; Change Management orientation with demonstrative ability to communicate the strategy to all stakeholders. Ability to initiate and support service delivery innovation, organizational transformation and change applying problem solving and analysis and

client orientation and customer service. Apply evolving trends in organizational design to service delivery models. Sound interpersonal skills, highly developed writing, presentation skills, knowledge and application of the PFMA and all related legislation of the Public Sector.

DUTIES

: To develop, manage and support the implementation of organizational design and macro organization policies and frameworks for the organization of the public service and organizational design through appropriate structures, To develop organizational design policies, instruments and provide implementation support to departments to enhance and promote effective execution of the organizational design function in the public service. Manage the process to conduct an analysis of consultation and pre-consultation requests submitted by the Minister, in terms of 2016 Directive on changes to the organizational structures by developments. Manage the provision of organizational design technical support to Departments, based on the outcomes of consultation request. Manage the development of organizational design implementation tools/instruments/ blueprint (tool to assist in classification Department to determine the appropriate configuration and the generic functional structure. Manage process to conduct capacity building sessions to empower national and provincial organisational design practitioners on the implementation of organizational design function.

ENQUIRIES

: Mr. Siyabonga Msimang Tel No: (012) 336 1403

INTERNSHIP PROGRAMME FOR 2018/2019

The Department of Public Service and Administration (DPSA) invites unemployed graduates, who wish to apply for the 2018 / 2019 Internship Programme. The Internship is meant to provide work exposure to twenty (21) graduates for a period of twelve months. DPSA is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, disability). Persons with disabilities will receive preference for the Internship Programme, and therefore are encourage to apply.

APPLICATIONS

: Applications, quoting the reference number, must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria 0001 or hand delivered at the Reception at Batho Pele House, 546 Edmond Street, Arcadia, Pretoria, 0001. Faxed and e-mailed applications will not be considered.

FOR ATTENTION

: Mr. Lawrence Magagula

CLOSING DATE

: 30 July 2018

NOTE

: Applications must be submitted on form Z83, accompanied by copies of qualification(s), Identity Document (certified in the past 3 months) and a comprehensive CV indicating duration of appropriate qualification and three reference persons with the following information: Name and contact numbers; an indication of the capacity in which the reference is known to the candidate. Failure to submit these references will result in the application not being considered. Interns will receive a monthly stipend / allowance in terms of the Remuneration Schedule for Interns. Successful interns will be expected to sign an Internship Agreement and will be required to undergo a security clearance, security vetting, qualification, citizenship verification and criminal records. The DPSA is inviting applicants who have not previously participated in any Internship Programme and are currently unemployed. Candidates must have completed at least an undergraduate or postgraduate qualification from a recognised Higher Education Institution in the above-mentioned fields. Correspondence will only be limited to successful candidates. If you have not heard from us within three months after the closing date, please accept that your application was unsuccessful. Incomplete, e-mailed, faxed and late applications will not be considered. Applicants must apply for each field of Internship on a separate application.

OTHER POSTS

<u>POST 28/71</u>	:	<u>CORPORATE COMMUNICATION AND MARKETING REF NO: DEVP/01/2018</u>
<u>STIPEND</u>	:	R64 245 30 per annum
<u>CENTRE</u>	:	Pretoria Office
<u>REQUIREMENTS</u>	:	A National Diploma or a B Degree in Communications/Media Studies/Social Sciences/Journalism/Marketing/Public Relations/Photograph/Internal Article Publications/Graphic Design.
<u>ENQUIRIES</u>	:	Mr. Lawrence Magagula Tel No: 012 336 1392
<u>POST 28/72</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS REF NO: DEVP/02/2018</u>
<u>STIPEND</u>	:	R64 245 30 per annum
<u>CENTRE</u>	:	Pretoria Office
<u>REQUIREMENTS</u>	:	A B Degree in Social Work/Psychology.
<u>ENQUIRIES</u>	:	Mr. Lawrence Magagula, Tel No: 012 336 1392
<u>POST 28/73</u>	:	<u>FINANCE REF NO: DEVP/03/2018</u>
<u>STIPEND</u>	:	R64 245 30 per annum
<u>CENTRE</u>	:	Pretoria Office
<u>REQUIREMENTS</u>	:	A National Diploma or a B Degree in Finance Accounting/Commerce.
<u>ENQUIRIES</u>	:	Mr. Lawrence Magagula, Tel No: 012 336 1392.
<u>POST 28/74</u>	:	<u>HUMAN RESOURCE MANAGEMENT DEVELOPMENT REF NO: DEVP/04/2018</u>
<u>STIPEND</u>	:	R64 245 30 per annum
<u>CENTRE</u>	:	Pretoria Office
<u>REQUIREMENTS</u>	:	A National Diploma or a B Degree in Human Resource Management and Development/Industrial Psychology.
<u>ENQUIRIES</u>	:	Mr. Lawrence Magagula, Tel No: 012 336 1392.
<u>POST 28/75</u>	:	<u>ICT MANAGEMENT AND SUPPORT / GOVERNMENT CHIEF INFORMATION OFFICER REF NO: DEVP/05/2018</u>
<u>STIPEND</u>	:	R64 245 30 per annum
<u>CENTRE</u>	:	Pretoria Office
<u>REQUIREMENTS</u>	:	A National Diploma or a B Degree in Information Technology (Programming/Networking).
<u>ENQUIRIES</u>	:	Mr. Lawrence Magagula, Tel No: 012 336 1392.
<u>POST 28/76</u>	:	<u>INTERNAL AUDITING AND RISK MANAGEMENT REF NO: DEVP/06/2018</u>
<u>STIPEND</u>	:	R64 245 30 per annum
<u>CENTRE</u>	:	Pretoria Office
<u>REQUIREMENTS</u>	:	A National Diploma or a B Degree in Internal Auditing/Risk Management.
<u>ENQUIRIES</u>	:	Mr. Lawrence Magagula, Tel No: 012 336 1392.
<u>POST 28/77</u>	:	<u>INTERNATIONAL RELATIONS REF NO: DEVP/07/2018</u>
<u>STIPEND</u>	:	R64 245 30 per annum
<u>CENTRE</u>	:	Pretoria Office
<u>REQUIREMENTS</u>	:	A National Diploma or a B Degree in Internal Relations (Political Studies).
<u>ENQUIRIES</u>	:	Mr. Lawrence Magagula, Tel No: 012 336 1392.
<u>POST 28/78</u>	:	<u>LEGAL SERVICES REF NO: DEVP/08/2018</u>
<u>STIPEND</u>	:	R64 245 30 per annum

CENTRE REQUIREMENTS : Pretoria Office
: A National Diploma or a B Degree in Legal Services (Legal Secretary/Paralegal).
ENQUIRIES : Mr. Lawrence Magagula, Tel No: 012 336 1392.
POST 28/79 : **PERFORMANCE MONITORING AND EVALUATION REF NO: DEVP/09/2018**
STIPEND : R64 245 30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A National Diploma or a B Degree in Public Administration/Developmental Studies.
ENQUIRIES : Mr. Lawrence Magagula, Tel No: 012 336 1392.
POST 28/80 : **ADMINISTRATIVE AND SUPPORT SERVICES REF NO: DEVP/10/2018**
STIPEND : R64 245 30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A National Diploma or a B Degree in Office Administration/Secretarial.
ENQUIRIES : Mr. Lawrence Magagula, Tel No: 012 336 1392.
POST 28/81 : **POLICY, RESEARCH AND ANALYSIS/SERVICE DELIVERY REF NO: DEVP/11/2018**
STIPEND : R64 245 30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A National Diploma or a B Degree in Public Management/Administration and Political Science.
ENQUIRIES : Mr. Lawrence Magagula, Tel No: 012 336 1392.
POST 28/82 : **STRATEGIC MANAGEMENT AND PLANNING REF NO: DEVP/12/2018**
STIPEND : R64 245 30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A National Diploma or a B Degree in Strategic Management and Planning.
ENQUIRIES : Mr. Lawrence Magagula, Tel No: 012 336 1392.
POST 28/83 : **SUPPLY CHAIN MANAGEMENT REF NO: DEVP/13/2018**
STIPEND : R64 245 30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A National Diploma or a B Degree in Supply Chain Management (Logistics/Procurement).
ENQUIRIES : Mr. Lawrence Magagula, Tel No: 012 336 1392.