

## 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 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 21 August 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 DPSA Directive on the implementation of the competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement, submit financial disclosure 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 within 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.

## MANAGEMENT ECHELON

- POST 31/45** : **DEPUTY DIRECTOR-GENERAL: EMPLOYMENT OF CONDITIONS OF SERVICE (PREVIOUSLY NAMED LABOUR) REF NO: DPSA/18/011**  
Purpose: The role of this executive management position in the Employment of Conditions of Service branch is to maintain an affordable Public Service Wage Bill through informed compensable job worth and comparable employment conditions of service whilst ensuring a professional and disciplined workforce with requisite developed technical and specialist skills and enhanced capabilities.
- SALARY** : An inclusive structured package of R1 370 973 per annum at Level 15. An annual progression up to a maximum salary of R1 544 406 is possible subject to satisfactory performance. The all-inclusive package consists of a Basic Salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate SAQA recognised undergraduate qualification and a post graduate qualification (at NQF 8), in either Economics, Labour Law, Public Administration, Social Science, Business Management, Human Resources or Finance, At least a minimum 8-10 years appropriate experience at a Senior Management Level with demonstrable strengths in managing complex environments, Being able to communicate effectively with excellent people management skills, balanced with demonstrable requisite technical skills, Knowledge of the Government legislative framework, Public Service legislative and Policy Framework, Government Medium

Term Strategic Framework linked to the National Development Plan, Advanced knowledge of public policy analysis and policy development process, Stakeholder management and coordination, Strategic thinking and leadership, Research skills, Financial Management and Human Resource Management, A person with excellent people management skills who can communicate effectively with all employees and principals alike.

**DUTIES** : Managing the Public Service Collective Bargaining environment focusing on managing employment relations, conditions of service, discipline policies, grievance and dispute resolution management systems, as well as, PS job grading and evaluation systems. Support the interpretation of collective agreements into employment practices, as well as, input into other legislative employment practices, Development of Negotiation Frameworks with other key stakeholders in Government, Provide Secretariat functions to the Ministerial Mandating Committee, Manage the branch and its deliverables against the expected Annual Targets and Projects, Provide strategic leadership for effective and efficient management of the branch, Conduct ongoing research on trends and analysis of salary payment systems and benefits.

**ENQUIRIES** : Ms. Linda Dlodla, Tel No: (012) 336 1282

**POST 31/46** : **CHIEF DIRECTOR: LABOUR RELATIONS, NEGOTIATIONS AND DISCIPLINE MANAGEMENT REF NO: DPSA/18/012**

**SALARY** : All-inclusive package of R1 127 334 per annum (Level 14). An annual pay progression up to a maximum salary of R1 347 879 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the SMS framework.

**CENTRE REQUIREMENTS** : Pretoria  
: An appropriate B degree or equivalent qualification at NQF level 7 in Labour Law or Human Resource Management, A postgraduate qualification in Labour Relations/Labour Law/Human Resource Management/ would be added advantages, At least 5 years' appropriate experience at Senior Management level is a prerequisite, Sound knowledge of the Public Service legislative framework, collective bargaining processes and structures, Extensive experience in the collective bargaining and labour relations environment, Highly developed negotiation, stakeholder management, as well as written and verbal communication, analytical, research, problem-solving, conflict management and policy development skills, The ability to interpret and communicate complex strategic matters, Conversant with Public Service negotiation and conditions of service frameworks, Strong leadership qualities and the ability to work in a collaborative environment with key stakeholder departments, including National Treasury, as well as social partners, Computer literacy, Financial and people management skills, A valid driver's licence.

**DUTIES** : Develop, implement, monitor and review policies on negotiations, labour relations, including discipline management, for the Public Service, Lead the State as Employer in negotiating salaries and other conditions of service in the Public Service Coordinating Bargaining Council (PSCBC), Lead the State as Employer in the preparation of and securing the necessary mandates for negotiations on matters of mutual interest from the Minister for the Public Service and Administration (MPSA) and the Committee of Ministers, Develop and advise on negotiations strategies and approaches aimed at advancing the interests of the State as Employer, Promote sound labour relations in the Public Service Monitor progress in the various sectoral and departmental bargaining structures, Ensure, monitor and report to the MPSA on the implementation of collective agreements reached in the PSCBC and the General Public Service Sector Bargaining Council (GPSSBC), Advise the MPSA and Director-General on collective bargaining and labour relations matters, Manage projects in the Chief Directorate, Ensure representation of the State as Employer in the governance and ad hoc committees of the PSCBC and GPSSBC, Ensure people and financial management of the Chief Directorate.

**ENQUIRIES** : Ms. Linda Dlodla, Tel No: (012) 336 1282

**OTHER POST**

**POST 31/47** : **DEPUTY DIRECTOR: EMPLOYMENT EQUITY AND YOUTH DEVELOPMENT**  
**REF NO: DPSA/18/013**

Purpose: To provide policy frameworks and support in ensuring diversity management, employment equity, gender mainstreaming and youth development in the Public Service.

**SALARY** : An all-inclusive remuneration package of R826 053 per annum (Level 12). Annual progression up to maximum salary of R973 047 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.

**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate B Degree or equivalent qualification in Social Sciences (at NQF level 7). At least 3-5 years' appropriate experience coordination of diversity management programmes (gender, youth and Employment Equity. Knowledge of Public Service Regulatory Framework. Sound understanding of DPSA Strategy. Knowledge of National Policies on EE, Gender and Youth. Knowledge of Employment Equity, Affirmative Action programme and relevant International Instruments/Agreements on Women and Youth. Proven experience in managerial support and skills in decision-making, negotiation skills, written and verbal communication skills, conflict management, teamwork, financial management, good interpersonal relations, people management, analytical and strategic management skills.

**DUTIES** : Develop, implement and maintain employment equity, transformation and gender and youth policies, guidelines, procedure manuals and practices in the Public Service. Provide advice and support to National and Provincial Departments and develop intervention strategies, programmes and practices to meet employment equity targets and affirmative action and youth empowerment. Mainstreaming gender issues. (Analysis of the implementation plans and reports of the Gender Equality Strategic Framework for the Public Service. Collaborate with national processes in supporting global, regional and sub-regional activities. (Assist in development reports on gender equality, women's empowerment, representation of women in decision making positions, and youth development to the African Union (AU), Southern African Development Community (SADC), United Nation (UN), Commonwealth and relevant global agreements, Participate in global, AU and SADC conferences). Manage human and financial resources.

**ENQUIRIES** : Ms. Fanani Manuque, Tel No: 012 336 1271