

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** : 17 September 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 assessments). 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, 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 35/56** : **DEPUTY DIRECTOR: HIV/ AIDS, TB AND STI MANAGEMENT PROGRAMME REF NO: DPSA18/015**
Purpose: To provide policy frameworks and provide support in HIV/AIDS, TB and STI prevention, management, care and support within 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 (at NQF level 7).Registered with one of South African Health / Social council. At least 3-5 years' appropriate experience in Employee Health and Wellness environment in public service. Knowledge of Employee Health and Wellness Strategic framework, Public Service Regulations , Public Service Act. Sound understanding of DPSA Strategy, HIV/AIDS, TB and STI and, Wellness; Health and Productivity Policy and SHERQ Management. Knowledge of Employee Health and Wellness of the National Strategic Plan on HIV&AIDS, STI and TB. Strategic thinking, Project management, Financial management, good interpersonal relations , Team Leadership, Conflict Management and Methodologist, Written and verbal communication, analytical, 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. Skills in decision-making, people management. Be able to conduct research and report writing skills.

DUTIES : Provide support to Departments on the Implementation of Employee Health and Wellness Strategic framework, Conduct Systems monitoring audit and provide feedback. Provide support to Senior Managers on SANAC related matters regarding the management of HIV in the workplace. Documenting and synthesizing inputs from Public Participation process/ consultation with SANAC stakeholders in government, business, trade unions and civil society organizations. Development of project plan with activities, time frames and budget on the National HIV&AIDS and TB Management Capacity Development Plan. Consolidate reports from the national and provincial departments and submit to the SANAC and Presidency on a quarterly basis. Provide activities within the Chief Directorate. To conduct need-based capacity building for the implementation of EHW policies and programmes. Monitor and evaluate the Implementation of HIV/AIDS, TB and STI programmes in the public service. Monitor EHW compliance standards, analyse the reports and provide feedback to departments. Be able travel extensive across the provinces.

ENQUIRIES : Mr. Robert Foromo Tel No: 012 336 1579

POST 35/57 : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR - GENERAL: SERVICE DELIVERY REF NO: DPSA/18/016**

SALARY : R242 475 per annum (Level 07). Annual progression up to a maximum salary of R285 630 per annum is possible subject to satisfactory performance

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and a Diploma in Office Management or related field of study or equivalent qualification (NQF level 5). 1-2 years experience in Office Administration in a similar working environment. Knowledge of the Public Service Regulations. Good interpersonal skills to work in a team with a strong Batho Pele orientation. Ability to pay attention to detail and deal with confidential and sensitive matter. Good telephone etiquette. Good verbal and written communication skill with the ability to communication across levels and ranks. Ability to handle multiple task. Manage time well and work under pressure with minimal supervision. Sound knowledge of Microsoft Office suite. Be prepared to work extra hours.

DUTIES : To render administrative and secretarial support to the Deputy Director-General (DDG), including general office management, diary management, support the manager with administration of the budget, respond to office queries telephonically or by mail, manage incoming and outgoing correspondence. Establish and maintain a filing and document management. Undertake follow-ups on issues raised by the DDG to stakeholders (internal and external). Co-ordinate travel arrangement for the DDG and prepare S&T claims. Manage stationery and equipment for the office of the DDG.

ENQUIRIES : Ms. Tsholofelo Mathabathe Tel No: (012) 336 1088