

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** : 25 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 POST

- POST 36/38** : **ADMINISTRATIVE ASSISTANT REF NO: DPSA/18/017**
- SALARY** : R163 563 per annum (Level 05). Annual progression up to a maximum salary of R192 666 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate or equivalent qualification (NQF level 4). Experience in office administration and human resource management. Client orientation and customer focus, continued improvement and problem solving skills. Communication and interpersonal skills. Proficiency in Ms Word, MS Power Point and Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Knowledge of the Public Service Regulations and Supply Chain Management processes.
- DUTIES** : Compile the weekly Public Service Vacancy Circular. (Receive advertisements from departments via e-mail. Analyse and peruse the advertisements. Liaise, where necessary, with departments on the quality of the advertisements). Render operational assistance in terms of line function matters to other members in the component. Maintain databases and compile basic reports. Render routine advice to departments and stakeholders on the recruitment policy of the Public Service, in particular the advertising of vacancies in the Public Service. Submit requests of departments and stakeholders concerning matters related to the job purpose to management for consideration. Perform administrative tasks in support of the other line function work of the component. (Arrange meetings, book venues, type documents, prepare documents, attend meetings and take minutes).
- ENQUIRIES** : Mr Sam Ntshangase, Tel No: 012 336 1262
- NOTE** : The DPSA reserves the right to require applicants to undergo practical exercises/tests/competency assessments during the selection process.