

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 representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity 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 Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 07 December 2018, 15:45pm
- 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. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. 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 Committee will recommend a candidate to attend a generic managerial competency assessments (in compliance with the DPSA Directive on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 46/46** : **PROVINCIAL DIRECTOR: MPUMALANGA REF NO: PD/MP/11/2018**
- SALARY** : R1 005 063 per annum (All-inclusive remuneration package). 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** : Provincial Office: Mpumalanga
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree or equivalent qualification (NQF level 7) in the field of Human Resources, 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 analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive level. Appropriate experience in project management. 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 Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License (with exception of disabled applicants).

- DUTIES** : Key Performance Areas: Manage, lead and provide effective support in the area of LMP. Manage, lead and provide effective support in the area of M&E. Manage, lead and provide effective support in the area of IAC. Conduct and manage the evaluation and promotion of the CVPs in the Province. Monitor and report on the implementation of the PSC recommendations and directions bi-monthly (this includes everything from M&E, IAC, LMP and Section 196). Provide strategic support to the Office and Commission in the execution of the mandate of the PSC. Conduct Research, Monitoring, Evaluation and Investigation in all areas covered by the values governing Public Administration. Promote a high standard of Professional Ethics in the Public Administration. Investigate grievances and complaints and make recommendations to the Public Service Commission (PSC). Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the Mpumalanga 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 Mpumalanga Province. Submit contributions on the PSC's work in the Mpumalanga Provincial Office for inclusion in the Annual Report.
- ENQUIRIES** : Mr M Malatsi Tel No: 012 352 1073
- POST 46/47** : **DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: D: PAI/11/2018 (X2 POSTS)**
- SALARY** : R1 005 063 per annum (All-inclusive remuneration package). 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** : Head Office, Pretoria
: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor's Degree (new NQF level 7) in Law/Auditing/ Forensic Investigations/Public Administration. Extensive experience in the application of the regulatory framework for Human Resource, Supply Chain Management and Financial Management in the Public Service. Five (5) years experience in conducting investigations and research. Five (5) years at a middle/ senior managerial level. Knowledge of the following legislations and prescripts: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Promotion of Access to information Act, Promotion of Administrative Justice Act, Public Finance Management Act, The Public Administration Management Act, National Treasury regulations and Supply Chain Management prescripts. Appropriate experience in project management and financial management skills. Exceptional written, communication skills and report writing skills. Analytical thinking, problem solving and conflict resolution skills. Strategic leadership skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).
- DUTIES** : Key Performance Areas: Manage, lead and provide effective support in the area of public administration investigations. Conduct investigations into complaints emanating from the PSC (proactively), Executing Authorities, Public Servants and anonymous complaints/ whistle –blowers, e.g National Anti-Corruption Hotline. Draft investigations reports containing findings/ recommendations/directions/advice (best practice sound public administration). Manage the project on completed disciplinary proceedings on financial misconduct and ensure that an accurate database is maintained on financial misconduct cases reported by all national and provincial departments. Conduct and manage the evaluation and the promotion of the Constitutional Values and Principles as per section 195 of the Constitution of the Republic of South Africa, 1996. Monitor and report on the implementation of the PSC recommendations and directions (quarterly and bi-annually) and produce section 196 report inputs. Provide strategic support to the Office and Commission in the execution of the mandate of the PSC. Strategically plan and oversee the work of the Directorate. Provide advice to

stakeholders on best practice in the public administration. Manage staff and the financial resource of the Directorate.

ENQUIRIES : Ms TT Mashikinya Tel No: (012) 352 1139

OTHER POSTS

POST 46/48 : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/11/2018 (X2 POSTS)**

SALARY : R826 053 per annum (All-inclusive remuneration package). 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 : Head Office, Pretoria
: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have: An appropriate recognised National Diploma/Bachelor's Degree (NQF level 6/7) in Law/ Auditing/ Forensic Investigations/ Public Administration. Three (3) to five (5) years in forensic Investigation/ Investigations/ Auditing/ Fraud and Anti-Corruption. Knowledge and experience of the Public Service Legislation including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, The Public Administration Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. Report writing skills. Proven computer literacy the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

DUTIES : Key Performance Areas: Investigate complaints lodged with the Public Service Commission into areas of Public Administration. Gather and analyse information obtained during investigations. Investigate complaints received through the PSC. Draft reports, submissions, memoranda and letters emanating from investigations. Maintain a database of the status of cases. Follow up on cases referred to departments for investigation. Conduct investigative research in public administration practices. Produce reports with appropriate findings, recommendations/ advice. Compile presentations on report. Compile presentations on report. Conduct investigations/research/evaluation of complaints lodged with the PSC into areas of Public Administration. Participate in the promotion and conduct evaluation of the Constitutional Values and Principles in section 195 of the Constitution. Conduct monthly and quarterly monitoring implementation of the PSC recommendations and directions and update relevant databases. Provide support to the organization through participation in various committees of the organization.

ENQUIRIES : Ms TT Mashikinya Tel No: (012) 352 1139

POST 46/49 : **DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENTS REF NO: DD/MP/LRI/11/2018**

SALARY : R826 053 per annum (All-inclusive remuneration package). 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 : Provincial Office: Mpumalanga
: A recognized three year Bachelor's degree/ Diploma (NQF Level 6/7) in Labour Relations/ Law/ Public Administration/ Management or equivalent qualification. Three (3) to five (5) years' supervisory experience at Junior Management level. Labour Relations experience in grievance investigation and public administration investigations; Legal Interpretation and Investigative Research. Knowledge of handling Public Management, Administration, Human Resource Practices and

Financial Management. Essential knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Develop System and other related Public Service prescripts; Experience in project management, research, monitoring and evaluation; Experience in case management; Computer skills in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook). Excellent report writing, verbal communication, as well as presentation skills. Commitment to working under sustained pressure and be self-motivated, results oriented and show initiative. Ability to work independently and in matrix teams. Knowledge of people management. Possess a valid driver's license (with exception of disabled applicants) and be willing to travel extensively and ability to relate well with all levels of stakeholders.

DUTIES

: Key Performance Areas: Investigate grievances referred to the PSC. Draft submissions with reasoning, findings and recommendations. Monitor the implementation of PSC recommendations. Compile bi-annual grievance statistics and provide an analytical report on departmental and provincial grievance trends in the public service. Maintain the case management system of referred grievances, status of finalized grievances and status of closed improperly referred grievances. Conduct research projects in assigned areas. Conduct advocacy on Labour Relations research projects in the Provincial Office. Conduct advocacy on Labour Relations events or the Commission's work in general in the Province. Coordinate the sitting of Grievance Panels in the Province. Monitoring and evaluation through compilation of the labour relations chapters for the section 196(4) (e) and Constitutional Values and Principles reports to be presented at the Provincial Legislature annually. Perform tasks for other portfolios relating to Public Administration Investigations, Professional Ethics and Research as assigned by the Provincial Director. Render support to the Resident Commissioner.

ENQUIRIES

: Mr Frans Dolamo Tel No: (013) 755 4070