

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 representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness 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** : 21 December 2018, 15h45
- 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 (with exception of disabled applicants). 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. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date 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 assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 49/37** : **DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: D: PAI/12/2018 (X2 POSTS)**
This is a re-advertisement. Candidates who previously applied are encouraged to reapply
- 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** : Head Office, Pretoria
- REQUIREMENTS** : 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/Social Sciences and/or related field. 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** : 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 POST

POST 49/38 : **ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: ASD: SS/11/2018**

SALARY CENTRE : R356 289 - R419 679 per annum (Level 09)
: Head Office, Pretoria

REQUIREMENTS : A National Diploma or equivalent (NQF 6) qualification in Security Management. Grade A PSIRA Certificate and a State Security Agency (SSA) Management/ Advisor course. Minimum five years' supervisory experience in Physical and Information Security. Knowledge and understanding of Minimum Physical Security Standards (MPSS), Minimum Information Security Standards (MISS), Information Management, Policy Formulation, Security breaches, Investigations, Security awareness programme, Knowledge of Occupational Health and Safety Act (OHSA) and Fire Regulations. Good communication (verbal and written), interpersonal, computer (MS Office packages), report writing, conflict resolution and negotiation, auditing, disaster and recovery skills. Possess a valid driver's license (with exception of disabled applicants) and be willing to travel.

DUTIES : Key performance areas: the successful candidate will manage physical and Information Security to the Public Service Commission (PSC) and its Provincial Offices. Maintain integrated security system. Implement access and key control procedures, develop and implement assets control procedures. Manage and provide support to major events. Develop and implement safety management plans. Manage the implementation of Occupational Health and Safety programme, coordinate evacuation drill, implement recommendation for baseline risk assessment, train employees on OHS related matters and develop incident reporting procedures. Manage investigations of security breaches, conduct investigations on all reported security breaches as well as development of procedure manual for security breaches. Management of risk and audit findings, implement recommendations based on risk assessment and audit findings. Supervise subordinates and manage performance of personnel.

ENQUIRIES : Ms A Coetzer Tel No: (012) 352 1111