

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (DPSA)

The Department of Public Service and Administration is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities and women are encouraged to apply.

- APPLICATIONS** : Applications quoting reference number must be addressed to: Chief Director: Human Resources and Facilities Management, Department of Public Service and Administration, Private Bag X916, Pretoria, 0001. Applications can also be hand-delivered to the Department of Public Service and Administration, 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 24 December 2018
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Government department or online at www.gov.za. ALL sections of the Z83 must be completed, signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 3 months); Proof of citizenship if not RSA citizen; a comprehensive CV 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification and criminal records. If an applicant wishes to withdraw an application, this must be done in writing. The Department reserves the right not to fill the above-mentioned post. Please note: All short-listed candidates for the post 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. The successful candidate will be required to sign annual performance agreements, undergo security clearance and abide by public service legislation and prescripts.

OTHER POSTS

- POST 49/41** : **DEPUTY DIRECTOR: COMMUNITY DEVELOPMENT WORKS PLANNING AND IMPLEMENTATION: REF NO: DPSA/18/021**
- SALARY** : R697 011 per annum (Level 11) (An all-inclusive remuneration package). Annual progression up to a maximum salary of R821 052 is possible subjected to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs with a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree in Social Science or Public Administration or Development or equivalent qualification at NQF Level 7. A minimum of 3 years' middle management experience in Community Development.
- DUTIES** : Support implementation of CDWP. Promote and facilitate citizen engagements for improved service delivery. Promote and advocate for Know Your Service Rights and Responsibilities. Support service delivery and develop platforms systems and mechanism. Knowledge of government transformation agenda. Coordinate Stakeholder input mechanism to address service delivery issues. Coordinate stakeholder awareness of Public Service government programmes as articulated in the NDP. Coordinate and facilitate minister/departmental events with

stakeholder to respond to service delivery challenges. To promote, facilitate and support mass participation of communities in government programmes, including service delivery outreach programmes, Public Service enrichment programmes, community volunteerism and Public Service Social Cohesion. To develop and coordinate capacity-building programmes for citizens and communities to enhance service delivery initiatives particularly in protecting public spaces and infrastructures and managing violence free service delivery protests.

ENQUIRIES
NOTE

: Ms F Maleka Tel No: 012 336 1259
: As of 12th of December 2018, applicant may apply online.

POST 49/42

: **ASSISTANT DIRECTOR: JOB EVALUATION AND POST PROVISIONING REF NO: DPSA/18/020**

Purpose: To provide support in the determination of policy and procedures on job evaluation, grading, job descriptions and related matters in the public service.

SALARY

: R444 693 per annum (Level 10). Annual progression up to a maximum salary of R523 818 per annum is possible subject to satisfactory performance.

CENTRE
REQUIREMENTS

: Pretoria
: An appropriate qualification at NQF level 6 or equivalent qualification in Social Science/Human Resource Management/Public Administration. A postgraduate Diploma in Organisational Development, Work-study and a Certificate in Job Evaluation will be an added advantage. Minimum of 3 years' appropriate experience in Organisational Development/ Job Evaluation/ Work-study. Sound knowledge of Public Service Policy Framework. Understanding of Organisational and Job Evaluation Practice, knowledge of Employment Relations, Policies and Procedures. Conflict management and methodologies, written and verbal communication, analytical, research, problem solving and policy development skills. Ability to apply technology communication and information management. Ability to work in a collaborative environment with key stakeholders. Computer literacy.

DUTIES

: Provide support and guidance on the application of job evaluation, the grading of jobs/posts and the development of job descriptions. Support the development, implementation and maintenance of a job evaluation system and policies for the Public Service. Participate in the development of Posts Provisioning Norms and Standards for the Public Service. Participate and serve in task teams dealing with various job evaluation, remuneration, labour relations and organisational development initiatives.

ENQUIRIES
NOTE

: Mr. Victor Sakala Tel No: (012) 336 1336
: As of 12th of December 2018, applicant may apply online.

POST 49/43

: **ADMINISTRATIVE ASSISTANT REF NO: DPSA/18/019 (X2 POSTS)**

Purpose: To ensure the office work run smoothly and effective communication is provided within the Branch/Directorate.

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:
Branch: DDG: Service Delivery (X1 Post)
Directorate: Discipline Management (X1 Post)

REQUIREMENTS

: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4. Client orientation and customer focus, continued improvement and problem solving skills. Communication and interpersonal skills. Proficiency in Ms. Word, Ms PowerPoint and Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Prior learning either by means of experience or alternative courses will serve as an advantage. Ability to maintain confidential and sensitive documents in terms of MISS.

DUTIES

: Provide administrative support to the office by managing incoming and outgoing documents and every correspondence within the office. Provide support with travelling and accommodation. Receive responses from the various departments and update the database of compliance. Providing feedback from the engagements with the citizen from the site visits/compile reports.

ENQUIRIES

: Ms. Tsholofelo Mathabathe Tel No: (012) 336 1088 (Branch: DDG: Service Delivery)

NOTE

: Mr. Percy Tshabane Tel No: (012) 336 1491 (Directorate: Discipline Management)
As of 12th of December 2018, applicant may apply online.