

## 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 for attention Mr M Mabuza or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za).
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 28 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.

## OTHER POST

- POST 50/51** : **ASSISTANT DIRECTOR: COMMUNICATION AND GRAPHIC DESIGN REF NO: ASD/CGD/12/2018**
- SALARY** : R356 289 – R419 679 per annum (Level 09)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A three year qualification in Communication/ Multi-Media Design / Graphic Design. 5 years' experience and knowledge of graphic design procedures and software including adobe photoshop and in-design. Knowledge on corporate branding. Understanding of internal communication. Good interpersonal, communication (verbal and writing) and creative skills. Computer literacy, ability to work under pressure and meet deadlines. Understanding of government communication strategy and framework. A Valid Driver's License (with exception of disabled applicants).
- DUTIES** : Design and lay-out of publications. Develop graphic material for the PSC website and Intranet, Social Media and other programmes. Write articles for internal newsletter. Provide photographic services. Make exhibition arrangements for the PSC. Maintain the corporate image of the PSC. Assist with the coordination of PSC events, e.g. Information Sessions. Manage PSC Social Media Accounts (facebook and twitter). Participate in the development of the communication strategy.
- ENQUIRIES** : Ms Z Jiya Tel No: 012 352 1070

## INTERNSHIP PROGRAMMES FOR THE 2019/20 FINANCIAL YEAR

- NOTE** : The Office of the Public Service Commission would like to invite suitable graduates who have completed their studies at institutions of higher learning to participate in an Internship Programme. The duration of the internship programme is twenty-four (24) months. Interested and qualifying graduates, who are currently unemployed and have never participated in an Internship Programme before, are invited to apply for the following Internship Programmes at the National Office. People with disabilities are encouraged to apply.

## OTHER POSTS

<b><u>POST 50/52</u></b>	:	<b><u>FINANCIAL MANAGEMENT REF NO: INT/FM/12/18</u></b>
<b><u>SALARY</u></b>	:	R5 728.53 per month
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Public Financial Management (NQF Level 6/7). Unemployed youth aged between 18 and 35. Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills. A clean credit record. No criminal record.
<b><u>ENQUIRIES</u></b>	:	Ms MTJ Leshaba Tel No: (012) 352 1108
<b><u>POST 50/53</u></b>	:	<b><u>INFORMATION TECHNOLOGY REF NO: INT/IT/12/18</u></b>
<b><u>SALARY</u></b>	:	R5 728.53 per month
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Information Technology (NQF Level 6/7). Unemployed youth aged between 18 and 35. Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills. A clean credit record. No criminal record.
<b><u>ENQUIRIES</u></b>	:	Ms MTJ Leshaba Tel No: (012) 352 1108
<b><u>POST 50/54</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT REF NO: INT/SCM/12/18</u></b>
<b><u>SALARY</u></b>	:	R5 728.53 per month
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management / Logistics Management / Purchasing (NQF Level 6/7). Unemployed youth aged between 18 and 35. Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills. A clean credit record. No criminal record.
<b><u>ENQUIRIES</u></b>	:	Ms MTJ Leshaba Tel No: (012) 352 1108