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. Applications should also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license.

CLOSING DATE: 10 June 2019

NOTE: 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 copies of qualification(s), Identity Document (certified in the past 12 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, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: 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 clearance, security vetting, qualification verification and criminal records.

OTHER POSTS

POST 18/93: DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: DPSA/19/009

Job Purpose: To develop, manage and support the implementation of organisational design and macro organisational policies and frameworks for the organisation of the public service and organisational design through appropriate structures.

SALARY: R869 007 per annum (Level 12) (An all-inclusive remuneration package). Annual progression up to maximum salary of R1 023 645 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within the framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate qualification at NQF level 7 in Management Service/Operations Management/Human Resource Management/Social Sciences Minimum of 3 - 5 years’ relevant experience in junior management (ASD) level, 3-5 years’ experience in the field of Organisational Design/Public Admin/Policy Development/Project Management. Sound knowledge of the Public Service Regulatory Framework, Knowledge of organisational Design, policies and procedures, Employment Relations policies, practices and procedures. Knowledge of conflict management tools and methodologies. Research and Analytical skill.

DUTIES: To conduct an analysis of organisational design consultation and pre-consultation requests, submitted by Executive Authorities to the Minister, in terms of the 2016 Directive on the changes to the organisational structures of departments. Provide organisational design technical support services to departments, based on the outcome of consultation and support requests. Develop organisational design implementation tool/instruments/blueprint. Conduct capacity building sessions to
empower national and provincial organisational design practitioners on the implementation of organisational design function.

ENQUIRIES  :  Mr S Msimang Tel No: (012) 336-1403

POST 18/94  :  ASSISTANT DIRECTOR: GOVERNMENT EMPLOYMENT PRACTICES REF NO: DPSA/19/010

Job Purpose: To render support in the development, implementation and maintenance of Public Service norms and standards (including policies, systems and practices) related to the areas of employment, staff mobility, service termination and strategic human resource management.

SALARY  :  R376 596 per annum (Level 09) (An all-inclusive remuneration package). Annual progression up to a maximum salary of R443 601 is possible, subject to satisfactory performance.

CENTRE  :  Pretoria

REQUIREMENTS  :  An appropriate qualification at NQF level 7 in Human Resources Management, supported by further informal or formal training in human resource management and related areas such as recruitment, placement, retention, exits, performance management, labour relations, human resource planning, competency frameworks, employee remuneration strategies, employment equity and basic conditions of employment. Five years’ experience in the field of which a minimum of 2 years should be supervisory experience in human resource management practices and policy development. Thorough knowledge of the laws, regulations, and practices applicable to human resource practices in the Public Service, in particular the PSA, PSR 2016, The Constitution 1996, EEA, 1998, BCEA, 1997, SDA, 1998, SAQA Act, 1995, LRA, 1995, Good Knowledge of the principles, techniques and processes involved in project management and policy development. Good client focused orientation, assertiveness, analytical thinking and objectivity, high sense of responsibility and result orientation, Good communication and interpersonal skills.

DUTIES  :  Provide advice and support to departments, the MPSA and other stakeholders on norms and standards (including policies, systems and practices) related to recruitment, placement, retention, exits and the other areas listed above. Undertake research into best practices and trends with regard to human resource management and render support in the development, implementation and maintenance of norms and standards. Conduct advocacy at departmental level on the norms and standards pertaining to the human resource areas. Assess existing prescripts on the norms and standards for their effectiveness and develop proposals for improvement. Compile reports and submissions to management. Oversee the advertisement of vacancies in the Public Service through the Public Service Vacancy Circular. Report on trends and manage sub-areas of projects.

ENQUIRIES  :  Mr. Philani Mweli Tel No: (012) 336 1312