

## 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 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).
- CLOSING DATE** : 28 June 2019, 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. 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.

## OTHER POSTS

- POST 19/45** : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/05/2019 (X1 POST)**
- SALARY** : R869 007 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 (PSC) 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/ Social Sciences and/or related field. Three (3) to five (5) years' experience in forensic Investigations/ 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, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).
- DUTIES** : Key Performance Areas: Investigate complaints lodged with the PSC into areas of Public Administration. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System. Follow up on cases referred to departments for investigation. Conduct

investigative research in public administration practices. Draft reports with appropriate findings, recommendations/ advice. Compile presentations on reports. Conduct investigations/ research/ evaluation of complaints lodged with the PSC or of own accord into areas of Public Administration. Participate in the promotion and evaluation of the CVPs in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Supervise staff. Provide support to the organization through participation in office management related tasks.

**ENQUIRIES** : Mr F Hartzenberg Tel No: (012) 352 1064

**POST 19/46** : **SUPPLY CHAIN MANAGEMENT OFFICER: ACQUISITION AND LOGISTICS MANAGEMENT REF NO: SCMO: A&L/05/2019**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
: Head Office, Pretoria

: A three-year degree / National Diploma in Supply Chain Management / Logistics / Purchasing. At least a minimum of 3 years relevant experience in Supply Chain Management environment. Knowledge of regulatory framework relating to Supply Chain Management (E.g. PFMA, Treasury Regulations, B-BBEE Act, PPPFA, Practice Notes, etc.), to ensure compliance. Must have an experience in working on LOGIS. Skills and Competencies: Supervisory, Organisational and Presentation Skills, Computer Literacy (MS Office Suite), accuracy and attention to detail. Good communication skills (written and verbal). Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on the daily duties of this post. A Valid driver's license (with exception of disabled applicants).

**DUTIES** : Facilitate the preparation of payments for leases and municipal services. Logistics management: Manage the receipt of requisitions and processing of stationery. Ensure payment processing for leases rentals and municipal services within 10 days of the receipt of invoices. Compile inputs for the Interim and Annual Financial Statements (IFS & AFS). Management of contracts. Monitor supplier performance. Rendering of LOGIS Support, Approve requisitions of the LOGIS System on selection RQAT, Linking of quotations for each request on LOGIS System on selection QTMT, Consolidate Procurement Advices into orders by using selection BRCP on the LOGIS System. Human Resources Management: Co-ordinate, control, monitor and evaluate activities of subordinates. Determine and provide training.

**ENQUIRIES** : Ms. Adri Coetzer Tel No: (012) 352 1111