ANNEXURE K

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**

24 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 20/37**

DEPUTY DIRECTOR: LEADERSHIP DEVELOPMENT MANAGEMENT REF NO: DPSA/19/011

**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 Human Resource Management/Organisation Development/Public Management Administration or Labour Relations fields, Minimum of 3-5 years’ experience at a junior management level/supervisory level. 5 years public management and administration experience. Sound knowledge of the Public Service Policy Framework, knowledge of Employment Relations, Policies and Procedures, Strategic thinking, Project management, Team Leadership, Conflict Management and Methodologist. Very good written and verbal communication, analytical thinking, research, managing interpersonal conflict and problem solving and policy development skills. Ability to apply information technology and communication management. Understanding of procurement/contracting processes. Proven policy development experience. Extensive understanding of Public Service competency assessment centres. Ability to work in a collaborative environment with key stakeholders. Computer literacy, a valid driver’s licence. This post requires a valid driver’s licence due to the expectation of travel and site inspections. Must be a team player.

**DUTIES**

To effectively support and advise on human resource practices in relation to leadership development and management of the Senior Management Service, manage the SMS competency framework as well as the development of leadership framework in the Public Service; management of the competency assessment practice for senior managers; provide policy direction on leadership development as well as training and development of the Senior Management Service in the Public Service. Research, develop and maintain
policies and practices pertaining to Leadership Development Management of members of the SMS. Build capacity by providing frameworks for training/conducting workshops on the policies, practices and systems related to leadership and capacity development for the SMS, such as mentoring and coaching practices. Provide platforms for peer support and engagements for senior managers, such as conferences and colloquia. Provide advice and support to the executive management and participate in DPSA transversal projects related to functional area of leadership development management. Render technical support in terms of recruitment and selection policy and directives related to SMS practices. Provide support with regard to the processing of Cabinet memoranda regarding appointments.

ENQUIRIES: Ms. R Singh Dastaghir Tel No: (012) 336 1241

POST 20/38: DEPUTY DIRECTOR: INSTITUTIONAL REFORMS SUPPORT REF NO: DPSA/19/15

SALARY: R733 257 per annum (Level 11) (An all-inclusive remuneration package). Annual progression up to maximum salary of R863 748.00 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist 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 Public Administration/ Social Science/Humanities/Political Science/Philosophy or related fields of study. 3 to 5 years’ experience in the field of public administration governance, management and operational research and policy analysis. Thorough knowledge of relevant public service and municipal laws, regulations and practices applicable to public administration governance, management and operations including, amongst others, the Public Service Act 1994, the Public Service Regulations 2016, the Public Administration Management Act 2014, the Municipal Systems Act 2000, the Municipal Structures Act 1998, the Public Finance Management Act 1999, the Municipal Finance Management Act 2003, and related laws, determinations and directives that pertain and link directly to the public administration. Sound knowledge of the RSA Constitution 1996 is important as well as an understanding of SA national strategies and plans to respect, protect, promote and fulfil constitutional rights and obligations as contained in the RSA Constitution. Sound understanding of the political and administrative configuration of the State. Excellent research report construction and writing capabilities that demonstrates a deep understanding of research topics, excellent written and verbal communication capabilities, computer literacy including the use of ICT applications to support data capturing and data analytics in research projects, excellent and proven research, and analytical skills in the discipline of public administration governance, management and operations. Sound knowledge and proven expertise in the use of the principles, techniques and processes involved in project management, policy development and research. Sound client focused orientation, analytical thinking and objectivity, high sense of responsibility and result orientation, sound interpersonal skills.

DUTIES: To undertake research to support studies on appropriat public administration reforms which include the public service (including government components, municipalities and public entities established in terms of their own or related legislation and listed in the Public Finance Management Act, Schedule 1, 2,3A, 3B, 3C and 3D). Undertake research into best practices and trends with regard public administration reforms. In this process, to support the identification of public sector institutions that require legislative or policy interventions to improve compliance with their mandate. To support the design or analysis of policies for integrated (‘joined-up’) public sector institutional reforms for the public service and local government. To support the design of a reform strategy that will systematically allow research to be conducted on a periodic basis linked to an MTSF cycle as well as the envisaged objectives of the National Development Plan 2030. To support the development of a monitoring and evaluation framework for measuring the efficacy of integrated public sector reforms. To support the institutionalisation of integrated public sector regulatory reform initiatives through the development of strategies and implementation plans. In this regard to provide advice and support to departments and other stakeholders on the appropriateness of public administration sector norms and
standards and their basis for measurement in terms of the Public Administration Management Act 2014. At a departmental level, to promote and conduct advocacy programmes on the norms and standards pertaining to the public administration sectors. To compile research reports and submissions to management.

ENQUIRIES : Ms. Lynette Sing Tel No: (012) 336 1554