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, or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION: Mr M Mabuza

NOTES: 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 (with exception of disabled applicants). 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.

MANAGEMENT ECHELON

POST 22/36
DIRECTOR: PROVINCIAL DIRECTOR: MPUMALANGA REF NO: PD/MP/06/2019

SALARY: All-inclusive remuneration package of R1 005 063 per annum. 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: Provincial Office: Mpumalanga

REQUIREMENTS: Ideal candidate’s profile: The successful candidate must have an appropriate recognized Bachelor’s Degree or equivalent qualification (NQF level 7) in the field of Human Resources, Public Management/Administration, Law or Social Sciences. Five (5) years’ relevant experience in a middle/senior management post. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Proficiency in collecting and analyzing data on public service performance indicators. Ability to analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive level. Appropriate experience in project management. Good communication and Presentation skills. Financial Management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver’s License. (With exception of disabled applicants).

DUTIES: Key Performance Areas: Manage, lead and provide effective support in the area of Leadership Management Practices. Manage, lead and provide effective support in the area of Monitoring & Evaluation. Manage, lead and provide effective support in the area of Integrity & Anti-Corruption Conduct and manage the evaluation and promotion of the CVPs in the Province. Monitor and report on the implementation of the PSC recommendations and directions bi-monthly (this includes everything from M&E, IAC, LMP and Section 196). Provide strategic support to the Office and Commission in the execution of the mandate of the PSC. Conduct Research, Monitoring, Evaluation and Investigation in all areas covered by the values governing
Public Administration. Promote a high standard of Professional Ethics in the Public Administration. Investigate grievances and complaints and make recommendations to the Public Service Commission (PSC). Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the Mpumalanga Province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the Mpumalanga Province. Submit contributions on the PSC’s work in the Mpumalanga Provincial Office for inclusion in the Annual Report.

ENQUIRIES
MR M Malatsi Tel no: (012) 352 1073

NOTE
All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CLOSING DATE: 19 July 2019 at 15H45.

OTHER POST

POST 22/37
SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: SHRP/HRD/06/2019

SALARY: R316 791 annum (Salary Level 8)

CENTRE: Head Office, Pretoria

REQUIREMENTS:
Three (3) years National Diploma/Bachelor’s Degree (NQF Level 6/7) in Human Resource Management or Development or related qualification in Human Resources Minimum of at least 3 years’ experience in Human Resource Development. Must have knowledge of relevant legislations, policy development and formulation. Knowledge of regulatory framework relating to Skills Development Act, Labour Relations Act, South Africa Qualification Authority, National Human Resource Strategy, Public Service Act, Public Service Regulations, Employment Equity Act, and Basic Condition of Employment Act. Must have experience in PERSAL. Skills and competencies: Good report writing skills, good presentation skills, good interpersonal relations and computer literacy (MS Office Suite). Good communication skills (written and verbal). A valid driver’s license (with exception of disabled applicants). 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 Public Service Commission (PSC) regarding the CVPs.

DUTIES:
The successful candidate will be responsible for: Management of AET, Internship, Learnerships and Work Place Integrated Learning. Manage Bursary Administration in line with the Bursary Policy in the OPSC. Orientation/ Re- Orientation of new/ existing staff in the OPSC. Implementing the Workplace Skills Plan and report on training activities. Human Resource Management and Mentoring of Interns and Learners.

ENQUIRIES: Ms MTJ Leshaba Tel no: 012 352 1108
CLOSING DATE: 12 July 2019, 15h45