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 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

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 (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.

OTHER POSTS

POST 24/66: DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT REF NO: DD/LRI/06/19

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: Provincial Office: Western Cape

REQUIREMENTS: A recognized three year Bachelor’s degree/ Diploma (NQF Level 6/7) in Labour Relations/ Law/ Public Administration/ Management or equivalent qualification. 3 to 5 years’ supervisory experience at Junior Management level experience in Labour Relations experience in grievance investigation and public administration investigations. Legal Interpretation and Investigative Research. Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management. Essential knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Develop System and other related Public Service prescripts; experience in project management, research and monitoring and evaluation; experience in case management. 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. Computer skills in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook). Excellent report writing, verbal communication, as well as presentation skills. Commitment to working under sustained pressure and be self-motivated, results oriented and show initiative. Ability to work independently and in matrix teams Knowledge of people management. Possess a valid driver’s license (with exception to people with
disabilities) and be willing to travel extensively and ability to relate well with all levels of stakeholders.

**DUTIES**

Investigate grievances submitted to the PSC. Draft submissions with reasoning, findings and recommendations. Compile bi-annual grievance statistics on department grievance resolution in the Province. Maintain a database of grievances received, status of completion of grievances received and status of completion of grievances inappropriately lodged. Conduct research projects in assigned areas Conduct Labour Relations research projects in the Western Cape Province. Conduct Labour Relations promotional events or the Commission’s work in general in the Province. Attend to the administration of Grievance Panel sessions. Manage and conduct Public Administration Investigations. Maintain a database in respect of the National Anti-Corruption Hotline Cases. Co-ordinate and report on all National Anti-Corruption Hotline Cases. Professional Ethics and Research assigned by the Provincial Director. Take responsibility for Asset Management and the management of Government Fleet.

**ENQUIRIES**

MR Paul Rockman Tel No: (021) 421 3980

**CLOSING DATE**

26 July 2019, 15H45

**POST 24/67**

**AUDIT COMMITTEE MEMBER**

**REF NO:** ACM/07/19 (TWO POSTS: 1 LEGAL AND 1 ACCOUNTING/AUDIT) (X2 POSTS)

**SALARY**

In accordance with Treasury Regulations

**CENTRE**

Public Service Commission House, Pretoria

**REQUIREMENTS**

A relevant postgraduate qualification in Accounting/Law (New NQF Level 8). Relevant experience in corporate governance and/or financial management and/or legal environment. Expertise in legal environment. Exposure to the public sector and familiarity with risk management practices. Knowledge and understanding of internal controls, major accounting and public sector reporting issues. Knowledge of and exposure to legislation and policies (PFMA, GRAP, GAAP, Treasury Regulations and National Treasury practice notes relevant to the OPSC). Knowledge and understanding of the roles of the internal and external audit. Experience in Performance Planning and Management. Knowledge and understanding of HR Management and Planning. Knowledge and experience in IT and IT Governance will be an added advantage. Excellent communication skills (verbal and written) (NB: Preference will be given to applicants who have experience in serving on Audit Committees in Government Departments).

**DUTIES**

As an advisory Committee, the Audit Committee will. Assist the OPSC in fulfilling its oversight responsibilities with regard to financial internal controls, risk management and governance. Ensure compliance with applicable legislations. Assist the Accounting Officer in the effective execution of his/her responsibilities. Regulate and discharge responsibilities as contained in the Audit Committee Charter, outlining appropriate formal terms of reference.

**ENQUIRIES**

MR Zweli Momeka Tel No: (012) 352 1194/5

**CLOSING DATE**

19 July 2019, 15H45