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: quoting the 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 could 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 (where driving/travelling is an inherent requirement of the job).

CLOSING DATE: 12 August 2019

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance and submit financial disclosure. 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 Personal Suitability Checks, which include but are not limited to: security clearance, security vetting, qualification verification and criminal records.

MANAGEMENT ECHELON

POST 27/47: DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES REF NO: DPSA/19/14

Purpose: To provide administrative and executive support to the Director-General.

SALARY: R1 057 326 per annum (Level13) (An all-inclusive remuneration package). Annual progression up to maximum salary of R1 245 495 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of basic salary, the contribution of the state to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a prescribed framework.

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification at (NQF level 7) as recognised by SAQA in Public Administration/Social Science/Humanities/Political Science. A postgraduate qualification will be an added advantage. Minimum of 5 years’ experience at middle/senior managerial level in the public service/government entity. Sound knowledge of government policies, government systems and process, knowledge of Cabinet and Parliamentary systems/processes, Knowledge of government legislation framework, Project Management, People Management and Empowerment.

DUTIES: Coordinate and manage administrative support to all management and governance structures in DPSA, Coordinate and manage administrative
support and advisory services to the Director-General on the Parliamentary and Cabinet Matters. Manage the provision of administrative support to the office of the Director-General (Pretoria and Cape Town), Coordinate and manage executive support to the Director-General. Coordinate and manage implementation of the Financial Disclosure system for SMS members (the promotion integrity and ethical behaviour in the department). Provide support and advice to the Director-General in the overall leadership and management of the Department. Coordinate and manage the compliance with internal and external policies and regulations by DPSA and Coordinate and support the DG's participation in Government Clusters.

ENQUIRIES

Mr. Thabang Ntsiko Tel No: (012) 336 1163