ANNEXURE N

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. 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 document and valid driver’s license (where driving/travelling is an inherent requirement of the job).

CLOSING DATE: 02 September 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 certified copies of qualification(s) and Identity Document or Proof of citizenship if not RSA citizen. Note: Failure to submit these copies will result in the application not being considered. 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 conducted during the selection process. 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. 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 complete a Financial Disclosure annually.

MANAGEMENT ECHELON

POST 29/68: DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: DPSA/19/018

Job Purpose: To provide workplace management services to ensure a healthy and safe working environment for DPSA staff and all who access the Batho Pele building by managing the provision of strategic protective security management, facilities and records management.

SALARY: R1 057 063 per annum (Level 13) (An all-inclusive remuneration package). Pay progression up to a maximum salary of R1 245 495 is possible, subjected 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 needs within a framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate Degree/B-Tech or equivalent qualification at NQF level 7 in Facilities Management/Security and Risk Management/Public Management/Social Sciences, Registered with PSIRA (Private Security Industry Regulatory Authority) on Grade A or B, a minimum of 5yrs experience at senior or Middle Managerial level/ Knowledge of the Public Service Regulatory Framework, the Public Service Act, Public Service Regulations and the National HR PS Policy Framework. Skills:
Analytical, Planning and Organising, Team Leadership, written and verbal communication, Initiative & Openness and Transparency.

**DUTIES**


**ENQUIRIES**

- Ms. Karien Beckers Tel No: 012 336 1570

**OTHER POSTS**

**POST 29/69**  
**DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: DPSA19/015**  
**Purpose:** To ensure compliance with HR Development programmes and provide and co-ordinate the implementation of the Performance Management and Development Systems in respect of DPSA employees.

**SALARY**

- R733 257 per annum (Level 11) (An all-inclusive remuneration package). Annual progression up to maximum salary of R863 748 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a 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 a framework.

**CENTRE**

- Pretoria

**REQUIREMENTS**

- An appropriate B Degree/B-Tech in Human Resources/Public Management/Public Administration/related field or equivalent qualification (at NQF level 7). At least 3yrs’ experience in human resource administration on Middle Managerial level. Implementation of Skills Development Strategy and plans and/or Performance Management within the Public Service. Knowledge of Public Service Regulation Framework, Sound understanding of DPSA HRD and SD Strategies, PMDS policies, practices and procedures and knowledge of performance management systems, tools and methodologies. Ability to work in a team, networking and building bonds, initiative, people management and good communication skills. Computer literacy, continuous improvement, decision-making and problem solving and be able to write reports.

**DUTIES**

- Provide and co-ordinate the implementation of performance management system. Design and facilitate the implementation of incentive systems. Conduct an assessment of the implementation of training and performance management programmes and produce reports thereof. Facilitate the implementation of career management policies and programmes i.e. succession planning, talent management, retention, career roles and programmes to preserve institutional memory.

**ENQUIRIES**

- Ms. Karien Beckers Tel No: 012 336 1570

**POST 29/70**  
**ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DPSA/19/016**  
**Purpose:** To render timely, correct and authoritative assistance and advice to DPSA employees on Performance Management and co-ordinate all processes attached to Performance Management.

**SALARY**

- R376 596 per annum (Level 09). Annual progression up to a maximum salary of R443 601 per annum is possible, subject to satisfactory performance.

**CENTRE**

- Pretoria

**REQUIREMENTS**

- An appropriate B Degree/B-Tech in Human Resources/Public Administration/related field or equivalent qualification at (NQF level 7). Minimum of 6yrs’ experience in human resource administration including PMDS management experience. Knowledge of Public Service Regulatory Framework, Sound understanding of DPSA Strategy, knowledge of HRM policies and practices. Team work, problem-solving and decision-making, people management and good
communications skills, report writing, networking and building bonds and continuous improvement.

**DUTIES**: Implement and maintain Performance Management policies and procedures and Probation Management. Provide advisory services i.e. interrogate, track quarterly performance reports, conduct one-on-one sessions with staff, regarding implementation of the performance management and development system to all officials in the DPSA. Provide advisory services i.e. interrogate, track quarterly, conduct one-on-one sessions with staff, regarding performance of staff on probation. Facilitate the implementation of performance related incentives on Persal. Participate in the development of Performance management policies, guidelines and procedure manuals. Develop and maintain performance management and development databases for all officials in the DPSA. Participate in design and implementation of career management policies and programmes i.e. succession planning, talent management, retention, career pathing, job rotation, job enrichment and acting roles programme to preserve institutional memory.

**ENQUIRIES**: Ms. Karien Beckers Tel No: (012) 336 1570

**POST 29/71**: ASSISTANT DIRECTOR; ESTABLISHMENT MATTERS REF NO: DPSA19/017

Purpose: To provide Human Resource Information Management Services.

**SALARY**: R376 596 per annum (Level 09). Annual progression up to a maximum salary of R443 601 is possible, subject to satisfactory performance.

**CENTRE**: Pretoria

**REQUIREMENTS**: Recognised B. Degree/B-Tech or equivalent qualification (at NQF level 7) in Human Resources/Public Administration or within the Humanities field. At least 6 years’ appropriate experience in Human Resource Management and Administration within the Public Service including Establishment Management. Knowledge of Public Service Regulatory Framework, Knowledge of HRM policies, practices and procedures.

**DUTIES**: Maintain human resource and staff establishment information system, Management of PERSAL in the HR Sphere (PERSAL Controller), Maintain and monitor the compensation of employee costing model in collaboration with the financial management costing unit, Conduct an analysis of human resource information and produce reports to facilitate decision making in collaboration with other human resource units, Maintain database for recruitment of contract workers, Oversee the effective maintenance of documents in the HR registry and administer employment on contract, additional to the establishment.

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