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 for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.

CLOSING DATE: 06 September 2019, 15h30.

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. 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. 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 panel 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.

MANAGEMENT ECHELON

POST 30/109: CHIEF DIRECTOR: PROFESSIONAL ETHICS REF NO: CD/PE/08/2019

SALARY: R1 251 183 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: Public Service Commission House, Pretoria

REQUIREMENTS: Ideal candidate’s profile: An experienced person with an appropriate recognized Bachelor’s degree or equivalent qualification (New NQF Level 7) in Public Management, Social Sciences or related field. A Post Graduate qualification (New NQF Level 8 and above) with courses relevant to the area of public management and public administration will be an added advantage. 5 years’ experience at a Senior Management level in the field of Professional Ethics. Proven experience in applied research, monitoring and evaluation, Experience in project management, Organisational skills. Report writing skills. Proven experience in and knowledge of handling legal, administrative and ethical practices, corporate governance and financial management. Knowledge of the latest trends and initiatives in ethics. Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. A Valid Driver’s License (with exception of disabled applicants).

DUTIES: Manage the Office’s support to the Commission to perform its oversight function as it relates to the promotion of a high standard or professional ethics
in the Public Service. Manage and strategically advise the Commission on ethics research and ethical infrastructure of the Public Service. Manage and strategically advise the Commission on Financial Disclosure Framework and Public Service Integrity Management Framework. Manage and strategically lead the ethics research agenda of the Commission. Manage and strategically advise the Commission on the overall management of the National Anti-Corruption Hotline and Case Management System. Manage and provide strategic leadership to the Chief Directorate. Manage and strategically assess compliance issues and identify trends in the public service to advise the Commission.

ENQUIRIES : MR Matome Malatsi Tel No: (012) 352 1073

OTHER POST

POST 30/110 : STATE ADMINISTRATION OFFICER REF NO: SAO/08/2019

SALARY : R257 508 per annum (Level 07)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate profile: 3 year post school qualification National Diploma (NQF Level 6) in Public Administration/Public Management or Social Sciences degree. At least five years’ experience in the Public Service, of which at least three must involve providing a support service to senior management. Proven experience of controlling expenditure and verifying performance information. Knowledge of the public service regulatory framework and the application thereof. Advanced Computer Literacy. A thorough understanding of government administration. Valid code 08 driver’s licence (with exception of disabled applicants). Ability to work both independently and as part of a team. Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on the daily duties of this post.

DUTIES : The successful candidate will be responsible for: Maintaining an effective and efficient administrative support system for the Chief Directorate and D: Litigation and Legal Services. Providing administrative and logistical support to governance events, meetings and workshops of the PSC. Providing overall performance monitoring and analysis support, by facilitating the submission of quarterly performance reports and supporting evidence and verifying submitted evidence against reported progress for reliability, relevance and accuracy. Coordinating and processing of PSC travel requests and expenditure. Monitoring and tracking expenditure within the authority of the Programme Manager.

ENQUIRIES : Ms LC Viviers Tel No: (012) 352 1145