

## CENTRE FOR PUBLIC SERVICE AND INNOVATION

- APPLICATIONS** : Quoting reference number must be addressed to Ms. Tshepo Buthelezi. Applications must be delivered to Centre for Public Service Innovation, 546 Edmond Street, Batho Pele House, Heritage Building, Arcadia, Pretoria, 0007. Postnet Suite 410, Private Bag X15, Menlo Park, 0102. (Applications received after closing date will not be considered). Faxed and emailed applications will not be considered) Visit: [www.cpsi.co.za/careers/](http://www.cpsi.co.za/careers/) all required documentation must be uploaded when applying online. (Applications without the necessary documentation will not be considered).
- CLOSING DATE** : 08 November 2019 at 16:H00
- NOTE** : It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference. 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 all qualification(s) referred to within the CV, certified Identity Document. Proof of citizenship if not RSA citizen, a comprehensive CV, indicating 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. Failure to submit these copies will result in the application not being considered. All 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 shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. CPSI reserves the right not to fill the below-mentioned posts.

## OTHER POSTS

- POST 38/04** : **DEPUTY DIRECTOR: STRATEGIC MANAGEMENT REF NO: 0003/2019**  
Re-Advert Applicants who applied previously may apply again.
- SALARY** : R733 257 per annum (Level 11). Annual progression up to a maximum salary of R863 748 per annum is possible subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Arcadia, Pretoria  
Recognized B. Degree in Business/Public Administration, Economics and/or equivalent qualifications, postgraduate qualification will be an added advantage and at least four (4) years in Strategic Management experience, of which two (2) years should be management or supervisory level in Strategic Management and lower-middle management level. Knowledge of Public Service Policy Framework, Public Service Regularly Framework, Strategic Management policies, practices and procedures, Auditor General Operations and the Office of the Accounting General. Analyse organisational performance and provide strategic inputs. Advanced Computer skills, in particular MS PowerPoint. Managerial skills required including Strategic thinking, Innovative and Creative thinking, Programme management, Financial Management, Planning and organising and Team leadership. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Attention to detail and quality. A self-starter and willing to work under pressure, with tight deadlines and long working hours. Ability to communicate, present with external and internal. Good interpersonal skills, analytical skills, initiative and teamwork.
- DUTIES** : Strategic planning, facilitate and compile the departmental targets and compliance process and reporting. Compile reports within the Units internally. Manage the Risk and Audit Committee and Executive meetings. Compile and draft the Annual Performance Plan and Annual Report. Compile Parliamentary responses and prepare the presentation of quarterly reports.
- ENQUIRIES** : Ms Tshepo Buthelezi Tel No: (012) 683 2817

**POST 38/05** : **HUMAN RESOURCE MANAGEMENT OFFICER REF NO: 0004/2019**

**SALARY** : R316 791 per annum (Level 08). Annual progression up to a maximum salary of R373 167 per annum is possible subject to satisfactory performance.

**CENTRE REQUIREMENTS** : Arcadia, Pretoria  
 Recognised 3 year National Diploma in National Diploma in Human Resources Management or equivalent at NQF level 6, coupled with 3 to 5 years' experience in Human Resources Management; Knowledge of Public Service Policy and Regulatory Framework and other relevant regulations; Knowledge of Public Service Human Resources Management Strategies, Policies, Procedures and Systems, In-depth knowledge and experience of the PERSAL system. Knowledge of Public Service Act and Public Service Regulations. Personal Profile: Human resource professional officer who understands the importance of maintaining the confidentiality of sensitive employee information and good verbal and written communication skills. Ability to communicate with external and internal partners. Attention to detail and quality. Good interpersonal skills, analytical skills, initiative and teamwork.

**DUTIES** : Development and maintenance of human resources management, administration and planning strategies, policies, plans and processes. Ensure compliance to organisational strategies, policies and processes. Administer employee health and wellness, occupational health, safety and environmental management strategies and programmes. Administer recruitment, selection and appointments, conditions of service, remuneration and employee benefits as well as leave matters. Administer performance management and development system, processes, and personnel information systems. Administer organisational design services and job evaluation processes. Administer employee training, development and internship programme.

**ENQUIRIES** : Ms Tshepo Buthelezi Tel No: (012) 683 2817

**POST 38/06** : **SUPPLY CHAIN MANAGEMENT OFFICER REF NO: 0005/2019**

**SALARY** : R257 508 per annum (Level 07) Annual progression up to a maximum salary of R303 339 per annum is possible subject to satisfactory performance.

**CENTRE REQUIREMENTS** : Arcadia, Pretoria  
 Recognized three year National Diploma in Supply Chain Management or equivalent qualification at NQF level 6, coupled with 3 to 5 years' experience in Supply Chain Management; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other relevant regulations; ability to maintain high level of confidentiality, In-depth knowledge of financial systems, Knowledge of Supply Chain Management Strategies, Policies, Procedures and Systems, must have extensive knowledge and experience of LOGIS and Central Supplier Database. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Attention to detail and quality. A self-starter and willing to work under pressure, Openness and transparent. Ability to communicate, present with external and internal. Good interpersonal skills, initiative and teamwork.

**DUTIES** : The incumbent will assist with the overall management of the unit; implementing the demand plan for financial year; Provide administrative procurement support to all stakeholders; Administration of the suppliers database; sourcing of quotations as per National Treasury guidelines; Receive and assess quotations to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Prepare quotes and compile request for quotes; Ensure proper filing and safekeeping of documents; Capture payments on LOGIS. Verify bank details, the correctness of invoices, order receipt voucher and attached documents; ensure timeous processing of payments to suppliers; Receiving and issuing of stock items and perform other duties as delegated by the supervisor; Provide asset management services; capture invoices and asset details on LOGIS system including tagging of new assets. Maintain moveable asset register. Conduct physical verification of assets and investigate discrepancies as required by Treasury.

**ENQUIRIES** : Ms. Tshepo Buthelezi Tel No: (012) 683 2817/00

- POST 38/07** : **ADMINISTRATOR REF NO: 0006/2019**  
(6 Months Contract)
- SALARY** : R208 584 per annum (Level 06). Annual progression up to a maximum salary of R245 694 per annum is possible subject to satisfactory performance.
- CENTRE** : Arcadia, Pretoria
- REQUIREMENTS** : Grade 12 or Secretarial Diploma and 3 - 5 years' experience in office administration. Experience in all aspects the Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Public Service Policy Frameworks, PSCBC Resolutions, Circulars and the Office of the Accounting General. Microsoft Office skills. Good analytical, interpersonal and communication skills. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Ability to provide quality work under tight deadlines and work under pressure. Team player.
- DUTIES** : To provide general administrative support services and administer T&S and other claims of the unit. To provide support services including coordinating travel and accommodation arrangements for Managers, scheduling of appointments, coordinate office meetings, prepare agendas and take minutes, serve as secretariat for meetings (including EXCO and Audit Committee meetings) and type documents. To provide general office support services including general office management, filing, ordering of stationery and office equipment, booking of meeting venues, and coordinating equipment and refreshments for meetings. To ensure adherence to and implementation of related policies and procedures.
- ENQUIRIES** : Ms Tshepo Buthelezi Tel No: (012) 683 2817