ANNEXURE M

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of this post. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

APPLICATIONS

To the Director General: Department of Public Service and Administration,
Private Bag X916, Pretoria, 0001 Batho Pele House, 546 Edmund Street,
Arcadia, Pretoria, 0083. E-mailed and faxed applications will not be accepted.

FOR ATTENTION

Ms. Karien Beckers

CLOSING DATE

27 November 2019

NOTE

Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); form; certified copies of qualifications and identity document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizen verification, financial records, qualification verification, and applicants could also be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract of five years and a performance agreement with the Minister for Public Service and Administration within 3 months of appointment, as well as completing a financial interest’s declaration form within one month of appointment.

MANAGEMENT ECHELON

POST 40/38: DIRECTOR – GENERAL: DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (DPSA) REF NO: DPSA19/021
(5 Year Contract)

SALARY

R1 976 533 per annum (Level 16) (An all-inclusive remuneration package) comprising of a basic salary (70% of package), employer’s contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

CENTRE

Pretoria

REQUIREMENTS

Qualifications: A Senior Certificate, an Undergraduate Qualification and a post graduate qualification (NQF level 8) in Public Administration/s Public Management or any other related qualification as recognized by SAQA. A relevant qualification in Labour Law will be an added advantage, 8-10 years’ proven experience at a senior managerial level of which at least 3 years must have been with any organ of State, as defined in the Constitution, Act 108 of 1996). Knowledge and Experience: Knowledge of the Constitution, Public Service Act, Public Administration Management Act, 2014 (PAMA) Public Finance Management Act, 1999 (PFMA) and the Municipal Systems Act. Knowledge of the National Development Plan (NDP), Advanced Knowledge and experience in Public Administration and Public Management, Knowledge of the Auditor General’s prescripts, Advanced Knowledge and experience leading and managing an institution or a program, Extensive Knowledge and experience in policy research, policy analysis and policy development, A proven track record in conducting monitoring, evaluations and impact studies, Advanced knowledge in government’s Human Resource and Labour related legislation. Advanced
experience in establishing and managing complex relationships and partnerships. Computer literacy. Core Competencies: Strategic capability and leadership, Programme and project management, advanced financial management skills, Change management, People Management and Empowerment.

**DUTIES**: Serve as the Accounting Officer/Head of Department in line with the requisite legislative and regulatory prescripts: Oversee the development of, and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control. Monitor that the DPSA adheres to the provisions of the government’s regulatory prescripts. Manage implementation of departmental memorandum of understanding (MoU’s) and service level agreements (SLA’s). Ensure that the DPSA has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME). Implement the resolutions of the committee. Manage the timely resolution of audit findings and attainment of clean audit outcomes and Fulfill all other responsibilities as delegated by legislative prescripts and the Executive Authority. Lead and manage the planning processes, development and implementation of the departments Plans, Programmes and Services. Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the department’s mandate and Government Priorities. Assess the risks to the department and ensure that the risks are managed and mitigated. Oversee the development, implementation, monitoring and evaluation of legislation administered or initiated by the Minister for the Public Service and Administration in line with the mandate of the Minister, including, but not limited to, service delivery improvement, organisational development, conditions of service, Information, Communication and Technology, Integrity, Ethics, Conduct and Anti-Corruption and Public Administration Transformation and Reforms and Implement appropriate systems, for the effective and efficient delivery of the department’s services to its service beneficiaries. Provide leadership for the effective and efficient management and administration of the department: Develop and review the departmental organisational structure. Manage the overall operations and resources of the department. Oversee the monitoring of and reporting on Strategic, Annual Performance and Operational Plans, Oversee the implementation of the Departmental Performance Management and Development System and the maintenance of a harmonious labour relations. Drive the Organisational Development, equity and transformation programmes. Provide technical and administrative support to the Ministry: Provide administration support services to the Ministry. Provide the Minister with sufficient and necessary information to enable him/her to execute his/her responsibilities and to make informed decisions. Serve as the point of interface between the Minister and external stakeholders and partners and between the Executive Authority and the Department. Promote and Coordinate inter and intra-government relations: Participate and represent the department in various fora, Work collaboratively with entities within the Portfolio of the Ministry for Public Service and Administration (MPSA), other organs of state and all stakeholders, Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions, Participate in the Governance and Administration structures and other relevant fora such as the committee for Directors-General (FOSAD) and any other structure as Directed by the Minister and Ensure the domestication of International instruments on Public Administration and other instruments relevant to the mandate and work of the department. Manage the performance of staff reporting directly to the Director-General: Conclude performance agreements with Programme Managers (Branch Heads) and other staff reporting directly to the Director-General, Manage the Personal Development of staff and
assess performance in line with the Performance Management and Development System.

ENQUIRIES : Ms. Linda Dludla Tel No: (012) 336 1282