NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

CLOSING DATE: 31 January 2020 at 12:00 pm

NOTE: Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the position on the subject line, to the e-mail address mentioned below. No late applications will be accepted. The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 02/23: DIRECTOR: HUMAN RESOURCES SERVICE DELIVERY REF NO: S001/2020

Division: Corporate Services (CS)
Purpose: Provide leadership and guidance in the provision of an integrated HR approach and to act as a primary connection between internal stakeholders and the HR service delivery team for the alignment on strategic objectives and implementations of key initiatives within the National Treasury.

SALARY: R1 057 326 per annum (all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A minimum Degree in Human Resources Management/Business Management/Public Administration, A minimum 5 years’ experience at a middle management level (Deputy Director) obtained within Human Resources Management environment or related field, Knowledge and experience of the Public Service Human Resources Management Legislative Framework, Knowledge and experience of the Public Service Acts, Knowledge of Human Resources Information and application Systems.

DUTIES: Some key outputs include: Strategy Development and Implementation: Develop and implement a Human Resources Service Delivery Strategic implementation plan to fast-track the turn-around time of human resources service offering pertaining to clients’ needs, Provide guidance and lobby internal support on the implementation of the most effective mechanisms and tools to enhance collaboration and cohesion for improved service delivery with regard to implementation of service offerings, Review policies continuously for correct application in business and in alignment with the HR Service Delivery Strategy in accordance with the ever-evolving environment against the backdrop of the needs of clients. HR Service Delivery: Provide guidance and direction on the effective implementation of HR offerings and services to clients, Implement a collaborative strategy with regard to service delivery provisioning and initiate projects in alignment with business requirements, Verify the correctness of the application of HR Policies and Procedures,
continuously, prior to implementation of any new service offering in alignment the relevant policies and procedures, Develop and apply a customer centric service delivery culture within the National Treasury, Monitor the effectiveness of the implementation of service offerings and align discrepancies, accordingly. Stakeholder Engagement: Engage stakeholders through awareness drives on new service offerings and their benefits prior to implementation, Collaborate and enhancing partnerships with specialist business units within HRM to determine, and fast-tracking deliverables and targets for implementation, Align business plans with strategic objectives in achievement of HR objectives and targets, Provide timely feedback on requests to stakeholder’s concerns pertaining to service offering, HR Policy and Prescribes Analysis: Align the HR Service delivery objectives with National Treasury annual business plans to conform to business units demands, Influence and obtain buy-in from stakeholders within business on HR initiatives and offerings, Develop and analyse a comprehensive HR feedback analysis desk board portraying service offerings and progress in support of business continuity, Align memoranda on HR offerings and services for the smooth implementation within the broader business.

ENQUIRIES : Ms Lorraine Pale Tel No: (012) 406 9087
APPLICATIONS : e-mail to Recruit.OMIN@treasury.gov.za
CLOSING DATE : 31 January 2020 at 12:00 pm

POST 02/24 : DIRECTOR: FACILITIES MANAGEMENT REF NO: S002/2020
Division: Corporate Services (CS)
Purpose: Plan and provide a strategic support function to the National Treasury facility-related services in compliance with the demands of its stakeholders and other relevant legislative requirements.

SALARY : R1 057 326 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Administration/ Operations Management/ Project Management or related field, A qualification in the Built Environment/ Property Management will be an added advantage, A minimum 5 years’ experience at a middle management level (Deputy Director) in the management of facility-related services, Knowledge of the Public Service Framework, Knowledge and experience of property management principles, Knowledge and experience of Accommodation and Office Space Planning, Knowledge of Contract Management and the interpretation and implementation of contracts with suppliers.

DUTIES : Stakeholder Management: Develop and implement a Facilities Management Improvement Programme in line with the operational requirements of the National Treasury, Review stakeholders Service Level Agreements continuously to improve internal and external relationships with stakeholders, Implement an improved problem resolution mechanism within the Facilities Management environment to timeously address concerns, Perform research on stakeholder analysis, identification and engagement in the development of project and business requirements, Support the organization in achieving its strategic objectives by interpret and influence both the external and internal environments and creating positive relationships with stakeholders through the appropriate management of their expectations and agreed objectives. Contract Management: Oversee the contract management portfolio and implement clear guidelines and specifications for execution, Monitor and review Service Level Agreements continuously to improve relationships with stakeholders and maintain service standards, Perform research on best practices in the contract management environment to keep abreast with international practices, Develop guidelines on Contract Management process utilisation and facilitate awareness workshops in the organisation. Accommodation and Space Planning: Plan the allocation of accommodation utilisation and monitor the compliance pertaining to
Occupational Health and Safety Standards, Monitor Office Space Planning continuously and optimally exploit available space to meet the needs of internal stakeholders, interpret the property portfolio and influence the internal environment through the appropriate accommodation management and utilization, Perform research on best practices in accommodation and space planning processes to keep abreast with international practices. Resource Optimization: Develop and implement relevant policies, procedures and systems to comply with legislative requirements, Enhance the utilisation of facilities through continuous maintenance and interaction with service providers, Develop and implement a Facilities Operational Plan aligned to Departmental objectives.

ENQUIRIES: Ms Lorraine Pale Tel No: (012) 406 9087
APPLICATIONS: e-mail to Recruit.CS@treasury.gov.za

POST 02/25: DIRECTOR: SCM MONITORING AND COMPLIANCE REF NO: S004/2020 (X2 POSTS)
Division: Office of the Procurement Officer (OCPO)
Purpose: Manage the monitoring and evaluation of compliance with the SCM governance framework in all three spheres of Government.

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A Degree in Supply Chain Management/Procurement/Logistics/Commerce/ Financial Management/ Business Management or equivalent, An experience in supply chain management/procurement, A minimum of 5 years’ experience at a middle management (Deputy Director) level, Knowledge of the public sector SCM legislative framework, Knowledge of the Public Service Regulatory framework.

DUTIES: Some key outputs include: Strategy and Policy Management: Manage the development and maintenance of a national strategy and implementation plan of the SCM compliance and monitoring framework, Manage the research, design, development and maintenance of policies and dissemination plans for the SCM monitoring and framework including the collection and management of SCM data; analysis and evaluation of SCM plans and reports; resolution of non-compliance, Provide input into the development of SCM-related government policy, norms, standards, frameworks and guidelines. Stakeholder Management: Manage government stakeholder relations to facilitate the establishment of required organisational and governance structures and strategic networks for improved SCM collaboration, accountability and transparency, Promote the relevance of compliance to SCM policies and procedures and the adherence to regulations, Manage the improvement of SCM compliance through awareness sessions and roadshows within the whole of Government. Frameworks Management: Collaborate on and contribute to the development of a SCM governance framework: SCM data collection and management system, SCM reporting and reviewing framework, SCM capability maturity assessment model specifically compliance, SCM-related grievance and dispute resolution mechanism & SCM non-compliance reviews and remedies framework. Compliance Monitoring and Analysis: Manage and report on the analysis of compliance with established SCM measures and prescribed: parameters for procurement plans (quarterly and annually) bid processes specifications and tender procedures, contract terms, pricing indices (monetary values; per commodity sector; quarterly and annually), supplier/service provider delivery standards, deviations and changes to procurement standards, Manage reviews and report on preferential procurement policy compliance and impact including individual preferential procurement commodity markets for equity achievements, Manage and report on the analysis and identification of buying trends in government (quarterly and annually), Manage and report on the assessment and evaluation of SCM
capability maturity specifically compliance, Manage reviews, and report on SCM policy objectives and impact on state expenditure and government transformational imperatives. Monitoring and Evaluation: Manage the development and implementation of a system for the monitoring and evaluation of the performance of the SCM monitoring framework, Manage the monitoring of, and reporting on, the implementation and progress of the SCM monitoring framework, Manage the evaluation of and reporting on the impact of the SCM monitoring framework, Knowledge and Information Management: Manage SCM Monitoring-related knowledge and information, Manage the content of SCM Monitoring-related KIM platforms.

ENQUIRIES : Ms Unathi Mkapu Tel No: (012) 315 5531
APPLICATIONS : e-mail to Recruit.OCP@treasury.gov.za

OTHER POST

POST 02/26 : DEPUTY DIRECTOR: STRATEGY AND PLANNING REF NO: S003/2020
Division: Office of the Director-General (ODG)
Purpose: Facilitate the development, implementation and maintenance of the Department’s strategy and planning pertaining to operational plans on the planning framework and measure alignment in compliance with regulatory frameworks.

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum National Diploma/Degree in Business Management/Project Management/Public Administration/Management, A minimum 4 years’ experience in strategic and planning, Knowledge of the Public Service Monitoring and Evaluation Framework, Knowledge and experience of the different research methodologies, Knowledge and experience of information analysis and report writing.

DUTIES : Some key outputs include: Strategy: Co-ordinate the development, implementation and maintenance of operational plan of Divisions within National Treasury and liaise with relevant stakeholders, Develop, implement and maintain performance compliance and reporting systems, operational planning framework, and procedures, Implement measures to determine the effective and efficient alignment of Divisional strategic plans, Initiate, collect, analyse and compile report. Planning: Monitor the reporting framework of the National Treasury and measure alignment to address future planning through performance in compliance with regulatory frameworks, Implement the determined strategy for the effectiveness implementation of Divisional strategic plans, engage stakeholders on miss-alignments of plans and advice on future rectification. Policy Development and Research: Provide inputs in the development of a customised framework for the National Treasury, Initiate research on trends and best practices with international and established role-players, Engage with establishment role-players on best practices pertaining to policy development and implementation, Liaise with internal and external stakeholders in the enhancement of Departmental reporting of strategic plans, performance, etc. Stakeholder Relationship: Provide advice and guidance on strategic, monitoring and reporting of operational planning to stakeholders, Facilitate operational plans workshops for internal stakeholders and liaise on issues of mutual concern.

ENQUIRIES : Ms Lorraine Pale Tel No: (012) 406 9087
APPLICATIONS : e-mail to Recruit.Odgia@treasury.gov.za
CLOSING DATE : 31 January 2020 at 12:00 pm
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 Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION: Mr M Mabuza

CLOSING DATE: 07 February 2020 15h45

NOTE: 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 a Practical Test 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 Committee 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 02/27: CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: CD/PMP/01/2020

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: Head Office, Pretoria

REQUIREMENTS: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor’s Degree (NQF level 7) in Public Management/Public Administration/Human Resource Management/related qualification in the field of Social Sciences. A postgraduate qualification in the above mentioned fields will serve as an advantage. 5 years’ experience at the senior management level Human Resource Management, Corporate Services or related field. Extensive knowledge and understanding of the
dynamics of the Public Service, Government systems and operations. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Extensive experience in a senior management role. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. 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. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver’s license (with exception of disabled applicants).

**DUTIES**

Manage the Overall Strategic People Management in the PSC. Oversee the development implementation and review of People Policies. Oversee Workforce Planning. Oversee People Analytics. Oversee Organisational Design. Oversee Employment Relations Practices. Oversee the administration of Service Benefits. Oversee the effective and efficient implementation of an integrated Talent Acquisition strategy. Oversee People Training and Development. Oversee the implementation of Performance Management and Recognition System. Oversee the Management of People Information. Oversee the management of budgets and resources of the Chief Directorate. Ensure the communication of PSC programmes and the effective management of stakeholder and partner relations to increase awareness of the image and profile of the PSC and its programmes. Provide overall strategic management and leadership in respect of Auxiliary Services and Communication and Information Services functions to develop and implement a people strategy and implementation plan. Facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the PSC. Maintain and develop relationships with organised labour and other key role-players. Ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act. Facilitate processes for ensuring that the PSC has adequate human resource capacity. Promote employee health and wellness in the department. Ensure a conducive and safe work environment including security management services, occupational health and safety and other key auxiliary services (i.e. central registry services, government transport, building maintenance office cleaning services).

**ENQUIRIES**

Ms Adeline Tsienyane Tel No: (012) 352 1074