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: 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: 17 February 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.

OTHER POSTS

POST 04/80: DEPUTY DIRECTOR: EMPLOYMENT EQUITY AND YOUTH DEVELOPMENT

Purpose: To provide policy frameworks and support in ensuring diversity management, employment equity, gender mainstreaming and youth development in the Public Service.

SALARY: R869 007 per annum (Level 12) (An all-inclusive remuneration package). Annual progression up to maximum salary of R1 023 645 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist 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: A Senior Certificate and a recognised B Degree or equivalent qualification in Social Sciences (NQF level 7). A minimum of 3 years’ appropriate experience on middle management level in coordination of diversity management programmes (gender, youth and Employment Equity). Knowledge of Public Service Regulatory Framework. Sound understanding of DPSA Strategy. Knowledge of National Policies on EE, Gender and Youth. Knowledge of Employment Equity, Affirmative Action programme and relevant International Instruments/Agreements on Women and Youth. Proven experience in managerial support and skills in decision-making, negotiation skills, written and verbal communication skills, conflict management, teamwork, financial management, good interpersonal relations, people management, analytical and strategic management skills.

DUTIES: Develop, implement and maintain employment equity, transformation and gender and youth policies, guidelines, procedure manuals and practices in the Public Service. Provide advice and support to National and Provincial Departments and develop intervention strategies, programmes and practices to meet employment
equity targets and affirmative action and youth empowerment. Mainstreaming gender issues. (Analysis of the implementation plans and reports of the Gender Equality Strategic Framework for the Public Service. Collaborate with national processes in supporting global, regional and sub-regional activities. (Assist in development reports on gender equality, women’s empowerment, representation of women in decision making positions, and youth development to the African Union (AU), Southern African Development Community (SADC), United Nation (UN), Commonwealth and relevant global agreement, Participate in global, AU and SADC conferences). Manage human and financial resources.

ENQUIRIES
: Ms. Fanani Manugu Tel No: 012 336 1271

POST 04/81
: ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN PRACTITIONER REF NO: DPSA 02/2020

Job Purpose: To facilitate departmental Organisational Development interventions and Organisational Design processes.

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

DUTIES
: To facilitate planned change processes in the department, maintain the departmental organogram and alignment to the strategic plan, conduct business process re-engineering investigations, undertake organisational functionality and efficiency assessment, Manage the department’s approved establishment.

ENQUIRIES
: Ms. Mamello Mahomed Tel No: (012) 336 1300