

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

APPLICATIONS : E-mail to: advertisement@dpsa.gov.za
CLOSING DATE : 12 June 2020
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); 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 records, citizen verification, financial records, qualification verification and applicants could 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 and a performance agreement with the Director-General within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Requirement for All Posts!!! Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.
Erratum: Kindly note that the post of Director: Supply Chain Management Ref. No. DPSA: 08/2020 Advertised in public service vacancy circular 12 dated 27 March and Government Recruitment Centre (www.ejob.gov.za) with closing date of 06 April 2020. The closing date has been extended until 09 June 2020. Applications can Only 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). Applicants who have already applied need not to re-apply, as their applications will still be considered. We apologise for any inconvenience caused. Enquiries: Mr. B.W. Malaza Tel No: (012) 336 1644

MANAGEMENT ECHELON

POST 14/31 : **DEPUTY DIRECTOR-GENERAL: NEGOTIATIONS, LABOUR RELATIONS AND REMUNERATION MANAGEMENT REF NO: DPSA19/021**

SALARY : R1,521,591 per annum (level 15), The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

CENTRE REQUIREMENTS : Pretoria.
 : Qualifications: A Senior Certificate, a qualification in Labour Law or equivalent qualification at NQF level 8. Pre-entry Certificate for SMS. Minimum 10 years' experience in Labour Relations at Management level and a minimum of 8 years' experience at a Senior Management Level. Knowledge and Experience: Knowledge of the Constitution, Public Service Act and Related Regulations, Public Administration Management Act and Related Regulations, Government Planning and Reporting Frameworks, Medium Term Strategic Framework. Government's Labour Relations and Human Resources Prescripts, Intergovernmental relations. Skills: Problem solving, decision making, diversity management, communication and information management, interpersonal relations, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment

DUTIES : Manage and oversee the development and implementation of prescripts (policies, norms and standards), strategies, processes and systems on Organizational Development, Job Grading, Organisational Design and Macro-Organising of Government, Remuneration Management, Employment Conditions of Service and Labour Relations. Manage and oversee Negotiations, Collective Bargaining and Dispute Management on Public Service Conditions of Service at the Public Service and the General Coordination and the General Public Service Sectorial Bargaining Councils. Manage all the operations, systems and processes of the branch. Provide strategic leadership and advice within the department and to external stakeholders. Oversee the planning, reporting and compliance matters of the Programme/Branch Negotiations, Labour Relations and Remuneration Management including the Strategic, Annual Performance and Operational Plans the related reporting requirements assess the risks to the department and ensure that the risks are managed and mitigated. Oversee the monitoring and evaluation of legislation administered or initiated by the Minister for the Public Service and Administration. 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 Public Administration structures and other relevant for a Ensure effective utilisation and management of the resources of the Programme Branch including budgets, performance contracting, personal development and performance assessment of staff in line with the Performance Management and Development System.

ENQUIRIES : Ms. Karien Beckers Tel No: (012) 336 1570

POST 14/32 : **CHIEF DIRECTOR: ETHICS, INTEGRITY AND DISCIPLINARY TECHNICAL ASSISTANT UNIT REF NO: DPSA 19/022**

SALARY : R1, 251,183 per annum (level 14). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework

CENTRE REQUIREMENT: : Pretoria
: A Senior Certificate on NQF level 4, a qualification in the field of Labour Law/Labour Relations/Human Resources Management/Public Administration/Public Management or an appropriate equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. At least 5 years' appropriate experience at Senior Management level and at least 6 years in the field of Labour Relations and/or Ethics Management. Sound knowledge of the Government legislative framework, Public Service legislative framework, Government programs such as the National Development Plan, Outcome 12, Key Strategic Priorities of Government, knowledge of public service policy framework and development processes, Strategic Management and Leadership, program and project management as well as written and verbal communication, analytical, research, problem-solving, conflict management and policy development skills. Knowledge of Human Resource Management, Stakeholder Management and intergovernmental Relation. The ability to interpret and communicate complex strategic matters. Technical (specialisation) skills: Labour relations, Ethics and anticorruption, policy development, analysis, monitoring and evaluation. Computer literacy. Financial and people management skills.

DUTIES : Manage and ensure the development of prescripts for integrity, ethics, conduct management and discipline management related to misconduct. Manage and ensure the implementation of interventions, build capacity and provision of technical assistance, support and advice. Manage and ensure monitoring, evaluation and impact assessment of the prescripts. Manage and ensure the strengthening of government's oversight of ethics, integrity and discipline management. Manage and ensure the undertaking of monitoring and evaluation, cooperation with relevant institutions and implementation of interventions. Manage all the operations, systems and processes the Chief Directorate.

ENQUIRIES : Ms. Baarata Motlhaleng Tel No: (012) 336 1503

POST 14/33 : **DIRECTOR: LABOUR RELATIONS AND DISPUTE MANAGEMENT REF NO: DPSA 19/023**

SALARY : R1 057 326 per annum (Level13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate on NQF level 4, a Bachelor Degree in Labour Relations or Human Resource Management or an appropriate equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years managerial experience at senior/middle management level and 10 years appropriate experience in the Labour Relations environment. Sound knowledge of the Public Service legislative framework, Government legislative framework, Government programs such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government, LRA and BCEA. A self-driven individual in a possession of the following technical skills and competencies: Collective Agreement, Dispute Management, Human Resource Management, Labour Relations/BCEA/Labour Law, Mediation, Conciliation and Arbitration, preparation of Affidavits and legal briefs, Case law, Evidence gathering and research skills, problem solving (conceptual thinking), decision making and conflict management, report writing and computer literacy.

DUTIES : Manage and ensure the development and review of Labour Relations and dispute management prescripts. Manage the support implementation of labour relations prescripts by national and provincial departments through the provision of technical advice, support and guidance. Provide support and advice on the management and resolution of disputes arising from implementation and interpretation of collective agreements and prescripts. Manage the monitoring of compliance by National and Provincial Departments. To manage the Evaluation and impact assessment of the prescripts. Manage and support the resolution of disputes. Manage the Provision of Implementation support to Departments. Manage the monitoring of implementation and compliance. To manage the operations, systems and processes of the Directorate.

ENQUIRIES : Mr. Modise Letsatsi Tel No: (012) 336 1274

POST 14/34 : **DIRECTOR: DISCIPLINE MANAGEMENT REF NO: DPSA 19/024**

SALARY : R1 057 326 per annum (Level13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate on NQF level 4, a Degree in Labour Law or an appropriate equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years managerial experience at senior/middle management level and 6 years in the field of Ethics and/or Labour Relations and/or Anticorruption. Sound knowledge of the Public Service legislative framework, Government legislative framework, Government programs such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government, knowledge of public service policy framework and development processes. A self-driven individual in a possession of the following technical skills and competencies: policy development, analysis, Labour Relations, Program and project management, Monitoring and Evaluation, problem solving, decision making and conflict management, report writing and computer literacy.

DUTIES : Manage the development of prescripts for Discipline Management related to misconduct. Manage the provision of support for the implementation of Prescripts by National and Provincial Departments through the Provision of Technical Advice, Support and Capacity Building. Manage the Monitoring of compliance by National and Provincial Departments and other relevant institutions. Manage the undertaking of evaluation and impact studies .Manage the operations, systems and processes of the Directorate. Manage the development of Prescripts for Public Administration Ethics, Integrity and Conduct Disciplinary Matters relating to Misconduct. Conduct monitoring and evaluation and coordinated interventions to support the implementation of and compliance to the prescripts, norms and standards for disciplinary matters relating to misconduct in the public administration. Provide technical assistance, and institutional support and interventions .Manage the provision of support for the implementation of prescripts by National and Provincial Departments through the Provision of Technical Advice, Support and Capacity Building. Manage the monitoring of compliance by National and Provincial Departments and other relevant institutions. Manage the undertaking of

evaluation and impact studies. Manage the operations, systems and processes of the Directorate.

ENQUIRIES : Mr Salomon Hoogenraad-Vermaak Tel No: (012) 336 1281

POST 14/35 : **DIRECTOR: REMUNERATION MANAGEMENT REF NO: DPSA 19/025**

SALARY : R1 057 326 per annum (Level13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate on NQF level 4, a Degree in Economic Sciences/Human Resource Management or an appropriate equivalent qualification at NQF level 7. Pre-entry Certificate for SMS .Pre-entry Certificate for SMS. 5 years' experience at a senior/middle management level and 10 years' experience in Human Resources and Remuneration Management. Knowledge of Constitution of the Republic of South Africa, Government legislative framework with specific reference to employment legislation, Government programs such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government. Knowledge of Public Service legislative and policy framework. Managerial skills: Strategic thinking and Leadership, Program and Project Management, Human Resource Management, Stakeholder Management and coordination, Analytical skills as well as Planning and Organising skills.

DUTIES : Manage the development of prescripts on Remuneration. Manage the provision of implementation support to Departments. Manage the monitoring of implementation and compliance. Support the implementation of the prescripts by national and provincial departments through the provision of technical advice, support and capacity building. Manage the monitoring of, and compliance by, national and provincial departments with the prescripts. Manage the evaluation and impact. Manage the evaluation and impact assessment of the prescripts.

ENQUIRIES : Mr Cornel Uys Tel No: (012) 336 1171