

## 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.*

<b><u>CLOSING DATE</u></b>	:	07 September 2020
<b><u>NOTE</u></b>	:	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. <b>NB:</b> 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> .

## MANAGEMENT ECHELON

<b><u>POST 20/29</u></b>	:	<b><u>CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: DPSA 11/2020</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Senior Certificate, an appropriate B. Degree qualification in Public Administration, Human Resources or Public Management or related equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. At least 5 years' appropriate experience at Senior Management level. A minimum of 10 years appropriate experience in strategic management or organisational design/development. 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. Technical skills, verbal and written communication skills, including report writing, computer literacy. Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Conduct research to provide technical advice on the development of the department's strategic and annual plans. Manage the coordination of strategic, operational and annual planning processes of the department and the development of the related strategic, operational and annual plans for tabling in parliament. Manage the compilation of 5 year strategic performance, annual performance, and quarterly and monthly performance reports. Conduct Internal Monitoring and Evaluation of the department's programmes and processes Including Institutional performance assessments and Productivity measurement assessments, recommend the required actions for improved

effectiveness and efficiencies and track the implementation thereof. Manage all the Organisational Development processes including Change management the development, review and management of the organisational structure, job evaluation process and Change Management Processes and Programmes. Manage the development and implementation of the Service Delivery Improvement programmes, delivery planning, and complaints management systems. Develop internal policies, systems, frameworks and guidelines in line with national policy guidelines /directives for all the functional areas of the post and provide capacity building, technical support and advice to managers and staff. Manage the staff, operations, systems and processes of the Chief Directorate.

**ENQUIRIES APPLICATIONS**

: Ms. Linda Dudla Tel No: (012) 336 1282  
 : E-Mail To: [advertisement11@dpsa.gov.za](mailto:advertisement11@dpsa.gov.za)

**POST 20/30**

: **DIRECTOR: INTERNAL INFORMATION, COMMUNICATION AND TECHNOLOGY MANAGEMENT REF NO: DPSA 12/2020**

**SALARY**

: R1 057 326 per annum (Level 13). 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.  
 : A Senior Certificate on NQF level 4, an appropriate B. Degree qualification in ICT or related equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years' at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in an ICT environment. Sound knowledge of Constitution, Government Legislative Framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, E-Governance and M-Governance Systems and Policies, A self-driven individual in a possession of the following technical skills and competencies: Policy Development Information, Communication and Technology Management, Information and Knowledge Management, Monitoring and Evaluation, IT systems and Infrastructure maintenance and support, IT Project Management, IT Business Process Mapping, IT Programming knowledge, Knowledgeable on prescripts related to ICT Public Administration Management Act, Public Service Act, 1994, Public Service Regulations, PFMA, Cyber Legislation and all Information Communications Legislation, knowledge of Hardware and Software Product Knowledge. Knowledge of the, Skills: Problem solving, decision making, Diversity management, Communication and information management, interpersonal relations facilitation, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, risk management, ethics management, programme and project management, financial management, change management, people management and empowerment.

**DUTIES**

: To manage the alignment of the department's information. Information technology and strategy with the strategic direction, management plans and the business processes of the department based on Government policies, to manage the development of and implementation of information management and information technology policies, strategies, guidelines, best practices and procedures based on nationally determined norms and standards, Manage the internal IT governance structure (such as IT steering Committee Meeting) and represent the relevant department at the GITO Council. To manage the development and implementation of internal prescripts and provisioning of services for Internal Information, Communication and Technology Management and Internal Knowledge Management Website Development and management and records management. Manage the rendering of Infrastructure and Operations Support and Systems Development Services, Infrastructure and Operations Support services: monitor and evaluate WAN/LAN and IT, undertake risk management of IT infrastructure, Manage IT procurement and renewal of software licenses, Manage utilisation and allocation of mobile devices, Secure documents and information through backups, installation up to date Virus Software and Software of data, provide technical advice and support, Manage the rendering of Website, Internal Knowledge and Records Management Service. Manage all the Operations, Systems and Processes of the Directorate. Promote the use of IT as a strategic

		resource and enabler, including the provisioning of ongoing training and skills transfer in the use of IT systems and manage the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. Linda Dlodla Tel No: (012) 336 1282
<b><u>APPLICATIONS</u></b>	:	E-Mail To: <a href="mailto:advertisement12@dpsa.gov.za">advertisement12@dpsa.gov.za</a>
<b><u>POST 20/31</u></b>	:	<b><u>DIRECTOR: CAPACITY AND FUNCTIONALITY AUDITS REF NO: DPSA 13/2020</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13). 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.
<b><u>CENTRE REQUIREMENT</u></b>	:	Pretoria
	:	A Senior Certificate on NQF level 4, an appropriate B. Degree qualification in Public Administration or equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years' at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in monitoring or evaluation. Sound knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy 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, A self-driven individual in a possession of the following technical skills and competencies: Policy Development and Analysis, Institutional Development, Design of Monitoring and Evaluation tools and systems, Monitoring and Evaluation. Problem solving, decision making, decision making, facilitation, negotiation, presentation, report writing and computer literacy and conflict management.
<b><u>DUTIES</u></b>	:	Manage and develop Prescripts (Policies, Norms and Standards, Directives, Circulars Framework, Guidelines etc. for capacity and functionality of institutions to develop and comply with Public Administration norms and standards. Manage and develop Prescripts (Policies, Norms and Standards, Directives, Circulars Framework, Guidelines etc. for audit of skills by institutions to develop and implement Public Administration norms and standards and advice on capacity building initiatives. Manage the provision of implementation support to departments. To manage the implementation of capacity and functionality audits of skills, systems and processes in government institutions to develop norms and standards. Manage the provision of technical implementation support to address the weaknesses and gaps identified through the Capacity and Functionality Audits of Skills, Systems and Processes, To advise the Minister on Capacity Building Initiatives, Manage the Monitoring and Evaluation Processes, Manage all the Operations, Systems and Processes of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. Ledule Bosch Tel No: (012) 336 1226
<b><u>APPLICATIONS</u></b>	:	E-Mail To: <a href="mailto:advertisement13@dpsa.gov.za">advertisement13@dpsa.gov.za</a>
<b><u>POST 20/32</u></b>	:	<b><u>DIRECTOR: STRATEGIC MANAGEMENT AND MONITORING AND EVALUATION REF NO: DPSA 14/2020</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	A Senior Certificate on NQF level 4, an appropriate Bachelor Degree in Public Administration or Public Management or equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years managerial experience at senior/middle management level and 8 years appropriate experience in Strategic Management and/or monitoring and evaluation. Sound knowledge of the Constitution of the Republic of South Africa, Public Service legislative and policy framework, Government legislative framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government and Sound understanding of operations management. A self-driven individual in a possession of the following technical skills and competencies: Policy development, Strategic management, Monitoring and evaluation, research skills, analytical skills, problem solving (conceptual thinking), communication

<b><u>DUTIES</u></b>	: and information management, decision making and conflict management, report writing and computer literacy.
	: Manage the development of internal prescripts for Strategic Management and Internal Monitoring and Evaluation as guided by national policies/frameworks. Develop systems electronic for data collection, M& E and reporting. Conduct research to inform the development of the department's strategic and annual operational plans. Compile strategic and annual operational plans for tabling in parliament. Conduct Strategic Plan Reviews and advise management on improvements for the next cycle on planning. Compile and submit Monthly, Quarterly and annual reports on implementation of Annual performance plans to relevant control points. Conduct assessments of the department's effectiveness and efficiency in supporting the attainment of its service delivery objectives and compliance to policies. Conduct institutional assessments and productivity measurement assessments. Conduct training and capacity building for managers and staff and provide technical assistance and support. Manage the operations, systems and processes of the directorate.
<b><u>ENQUIRIES</u></b>	: Ms. Linda Dlodla Tel No: (012) 336 1282
<b><u>APPLICATIONS</u></b>	: E-Mail To: <a href="mailto:advertisement14@dpsa.gov.za">advertisement14@dpsa.gov.za</a>
<b><u>POST 20/33</u></b>	: <b><u>DIRECTOR: LEGISLATION REF NO: DPSA 15/2020</u></b>
<b><u>SALARY</u></b>	: R1 057 326 per annum (Level 13). 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.
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: A Senior Certificate, an appropriate B. Degree qualification of an LLB or equivalent four year' B. Degree in Law at NQF level 7. Pre-entry Certificate for SMS. Registration as an attorney/advocate. Minimum of 5 years' at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in a Legal environment, including experience in legislative drafting and processing. Sound knowledge of the Constitution of the Republic of South Africa, Government's legislative frameworks, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations management. Knowledge of public administration and labour related legislation, drafting conventions applicable in South Africa and Legislative processes. Skills: Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.
<b><u>DUTIES</u></b>	: Manage legislative oversight and drafting/examining and analyses of Public Administration Legislation (technical quality, adherence to legislative best practice, consistency with the Constitution and other primary legislation), manage legal advice and support on legislative matters regarding public administration legislation all operations, systems and processes of the Directorate. All aspects (e.g. relevant documentation complied) for the parliamentary legislative process and legal instruments associated with the promulgation and commencement of legislation facilitated and managed. Bills drafted as required, Inputs on draft legislation relating to the public administration managed (Comments and inputs on draft bills coordinated) and impact of draft legislation on national and provincial departments and stakeholders determined for the Minister's information. Drafting/examining and analyses of regulations relating to the public administration. Review legislation administered by the Minister for Public Service and Administration. Provide guidance on internal policy development (policies, norms and standards, directives, circulars, frameworks and guidelines) for internal Legal Services developed in line with national policies/frameworks as required. Ensure all audit findings addressed by the approved due date. Ensure the Directorate budget completed and submitted by the stipulated due date. Ensure effective and efficient management of the budget achieved and maintained. Attendance of management structures of the Department and any other meetings as

directed and participate in transversal task/project team and committees as require or nominated. Manage the performance agreements, probation reports, mid-year and annual reports submitted by the stipulated due dates.

**ENQUIRIES  
APPLICATIONS**

: Ms. Renisha Naidoo Tel No: (012) 336 1006  
: E-Mail To: [advertisement15@dpsa.gov.za](mailto:advertisement15@dpsa.gov.za)

**POST 20/34**

: **DIRECTOR: ADVISORY SERVICES REF NO: DPSA 16/2020**

**SALARY**

: R1 057 326 per annum (Level 13). 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  
: A Senior Certificate, an appropriate B. Degree qualification of an LLB or equivalent four year' B. Degree in Law at NQF level 7. Pre-entry Certificate for SMS. Admitted as an attorney/advocate. Minimum of 5 years' at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in a Legal environment. Sound knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations management. Knowledge of litigation processes (e.g. dealing with claims for and against the Department) and processing of international agreements, service level agreements, Presidents Minutes and Proclamations. Knowledge of public administration and labour related legislation, drafting conventions applicable in South Africa and Legislative processes. Skills: Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

**DUTIES**

: Manage the provision of appropriate legal advice or opinions; scrutinise, draft and edit documents with legal implications as required; provide guidance on policy development and prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) for the department in line with the national policies/frameworks and the legislation administered by the Minister, as required. Manage the implementation of PAJA and PAIA which involves interventions undertaken to advocate and implement PAJA and PAIA within the department, PAIA requests managed in accordance with relevant prescripts. Reports in respect of PAIA submitted timeously. Capacity building provided and or/contributions made to the development of capacity development programmes in the Department on PAJA and PAIA. Represent the Minister, Director-General and Department in Litigation matters. Ensure compliance with required processes and time frames for specific processes and the Litigation Protocol for Legal Services. Manage all the operations, systems and processes of the Directorate. Information, advice and support provided to internal stakeholders. Ensure all audit findings addressed by the approved due date. Ensure the Directorate budget completed and submitted by the stipulated due date. Ensure effective and efficient management of the budget achieved and maintained. Attendance of management structures of the Department and any other meetings as directed and participate in transversal task/project team and committees as require or nominated. Manage the performance agreements, probation reports, mid-year and annual reports submitted by the stipulated due dates.

**ENQUIRIES  
APPLICATIONS**

: Ms. Renisha Naidoo Tel No: (012) 336 1006  
: E-Mail To: [advertisement16@dpsa.gov.za](mailto:advertisement16@dpsa.gov.za)

**POST 20/35**

: **DIRECTOR: ORGANISATIONAL DEVELOPMENT AND SERVICE  
DELIVERY IMPROVEMENT REF NO: DPSA 17/2020**

**SALARY**

: R1 057 326 per annum (Level 13). 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	A Senior Certificate, an appropriate B. Degree qualification in Public Administration or Public Management or related equivalent qualification at NQF level 7 and a Certificate in Organisational Design/Development. Pre-entry Certificate for SMS. Minimum of 5 years' at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in OD Design or Development or Service Delivery. Sound knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations management. Legislation environment. 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: Policy development, Organisational development, Job evaluation and Post provisioning, Services delivery planning and Monitoring and evaluation, Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.
<b><u>DUTIES</u></b>	:	Manage the development of internal prescripts for Organisational Development and Job Evaluation as guided by national policies/frameworks. Manage the development and review of the DPSA's organisational structure and the job evaluation process. Manage the development of the DPSA service delivery model and service delivery plans. Facilitate the conducting of the department's Business process improvement and Organisational functionality assessments. Manage the implementation of Change management initiatives which include culture, behaviour, systems and organisational climate assessments and design programmes and interventions to address the findings. Manage the implementation of service delivery improvement programmes and interventions which include Batho Pele programmes and the complaints management systems.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Karien Beckers Tel No: (012) 336 1570
	:	E-Mail To: <a href="mailto:advertisement17@dpsa.gov.za">advertisement17@dpsa.gov.za</a>
<b><u>POST 20/36</u></b>	:	<b><u>DIRECTOR: ETHICS AND RISK MANAGEMENT REF NO: DPSA 18/2020</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13). 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	A Senior Certificate, an appropriate B. Degree qualification in Public Administration or Public Management or Risk Management or related equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years' experience at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in Risk or Ethics Management. Sound knowledge of Public Service Policy Framework, Public Service Ethics and Anti-corruption measures, 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, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, risk management, ethics management, programme and project management, financial management, change management, people management and empowerment.

**DUTIES** : Manage the development of internal prescripts (policies, norms and standards, directives, strategies and guidelines) on Risk, Anti-Corruption and Integrity Management within national policies/frameworks as required, which include Risk management policy, strategy and plans, fraud and corruption policy, gift policy, risk register, etc. Ensure the establishment of a functional ethics committee, e-disclosure system and related processes. Ensure the functionality of disclosure systems and provide technical support to staff on the use of the systems. Remunerative work (RWOPS) processed for approval by the delegated authority. Systems to monitor and evaluate implementation and compliance designed and maintained. Conduct analysis of Ethics and Corruption risks and recommend improvements to management. Maintain records of outcomes of allegations of unethical conduct referred to law enforcement agencies and monitor and report on progress related to such cases. Conduct compliance assessments and recommend measures to improve compliance where required. Provide technical support and advice on Risks management and ethics related matters to managers and staff. Conduct capacity building and awareness campaigns Risk, Anti-Corruption and Integrity Management with staff. Monitoring conducted and reported quarterly or as required.

**ENQUIRIES** : Ms. Nokhuselo Maku Tel No: (012) 336 1343  
**APPLICATIONS** : E-Mail To: [advertisement18@dpsa.gov.za](mailto:advertisement18@dpsa.gov.za)

#### **OTHER POSTS**

**POST 20/37** : **DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT FOR HOUSING FINANCE REF NO: DPSA 19/2020**

**SALARY** : R733 257 per annum (Level 11). Annual progression up to a maximum salary of R863 748.00 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists 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 needs within a framework.

**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate on NQF Level 4, an appropriate Bachelor Degree qualification in Business Management Science, Public Relations, Marketing and Communication, Stakeholder Management or related equivalent qualification at NQF level 7. At least 3 years' appropriate experience at Middle Management level. Knowledge of Stakeholder Management, Public Relations, Customer Relations Management, Public Service Administration, Legal Services or Contract Management, Housing Development Fraternity, Real Estate Sector and knowledge of collective bargaining, and public service legislative and policy framework. Managerial skills: Strategy Management, Project Management, Communication, Stakeholder and Customer Relations Management. Generic Skills: Project management skills, people management skills, leadership skills, management and supervisory skills, strategic thinking, result orientation and customer focus, good interpersonal relationship skills, and influencing skills. Report writing and presentation, computer literacy, cross-functional influence and engagement, facilitation experience, marketing and communication skills, negotiations skills, swift decision-making ability, problem solving, innovative, confident, resilient, self-starter, energetic, professional, persuasive, time management and team player. Technical skills: verbal and written communication skills, including report writing, computer literacy and ability to work independently and as part of a team.

**DUTIES** : To ensure the development of stakeholder management strategy and plan relating to housing finance providers and housing finance assistance funders. To ensure the establishment and maintenance of constructive relations with stakeholders to position the Scheme strategically. Ensure the preparation and management of memoranda of understanding and service level agreements with stakeholders or partners. Prepare reports and presentations. Provide secretarial and support service to the GEHS Advisory Council of Forum.

**ENQUIRIES** : Mr. Johannes Rantete Tel No: (012) 336 1102  
**APPLICATIONS** : E-Mail To: [advertisement19@dpsa.gov.za](mailto:advertisement19@dpsa.gov.za)

**POST 20/38** : **DEPUTY DIRECTOR: HOUSING SCHEME ADMINISTRATION REF NO: DPSA 20/2020**

**SALARY** : R733 257 per annum (Level 11). Annual progression up to a maximum salary of R863 748.00 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists 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 needs within a framework.

**CENTRE REQUIREMENTS** : Pretoria  
: A Senior Certificate on NQF level 4, an appropriate Bachelor Degree qualification in Public Service Administration, Public Policy, Human Resource Management, Business Administration, Employee Benefits Administration or related equivalent qualification at NQF level 7. Minimum of 3 years' relevant experience at a Middle Management level. Knowledge of public service administration and management, strategic management, human resource Management, financial management, supply chain management, public service administration and management. Managerial skills: Strategic Planning and Management, Employee Benefits Administrations, Human Resource Management, Financial Management, Supply Chain Management. Generic Skills: Strategic thinker, interpersonal relationship skills, computer literacy, presentation skills, exceptional report writing skills, ability to prepare graphs and charts, problem solving, innovative, confident, professional, team player. Technical skills: verbal and written communication skills, including report writing, computer literacy, ability to work independently and as part of a team.

**DUTIES** : To manage the housing allowance administration. Administer the Individual-Linked Savings Facility (ILSF). Manage customer data and needs analysis including preparation of housing demand lists and reports. Train and capacitate human resource units of government departments to implement housing allowance policy, PSCBC resolutions, determinations directives and codes. Manage the resolution of queries, complaints and disputes around the administration of the housing allowance.

**ENQUIRIES APPLICATIONS** : Mr. Johannes Rantete Tel No: (012) 336 1102  
: E-Mail To: [advertisement20@dpsa.gov.za](mailto:advertisement20@dpsa.gov.za)

**POST 20/39** : **ASSISTANT DIRECTOR: CUSTOMER SERVICES REF NO: DPSA 21/2020**

**SALARY** : R376 596 per annum (Level 09). Annual progression up to a maximum salary of R443 601 per annum is possible subject to satisfactory performance.

**CENTRE REQUIREMENT** : Pretoria  
: A Senior Certificate on NQF level 4, an appropriate Bachelor Degree qualification in Public Administration, Customer Relations Management, Business Administration, Employee Benefits Administration or equivalent qualification at NQF level 7. Minimum of 3 years' relevant experience. Knowledge of Public Service Administration and Management, Customer Relations Management, Human Resource Management, Benefits Administration and Collective Bargaining. Generic Skills: Customer orientation, communication skills, strategic thinker, interpersonal relationship skills, computer literacy, presentation skills, good report writing skills, problem solving, innovative, confident, professional, passionate, team player. Technical skills: Customer relations management, human resource management, knowledge of public service administration, knowledge of collective bargaining, knowledge of employee benefits and understanding of employee enrolment and call centre environment. Ability to work independently and as part of a team.

**DUTIES** : To establish and maintain the Enrolment and Call Centre. Plan, coordinate and supervise the provision of customer care and support – housing advice and education, housing allowance applications, employee enrolment and application for housing solutions. Implement marketing and communication strategy including the planning and acquisition of relevant equipment and materials for outreach and customer services. Prepare monthly reports on the customer care and support provided. Prepare an implement service delivery improvement plans.

**ENQUIRIES APPLICATIONS** : Mr. Johannes Rantete Tel No: (012) 336 1102  
: E-mail to: [advertisement21@dpsa.gov.za](mailto:advertisement21@dpsa.gov.za)



**POST 20/40** : **ASSISTANT DIRECTOR: HOUSING SCHEME ADMINISTRATION REF NO: DPSA 22/2020**

**SALARY** : R376 596 per annum (Level 09). Annual progression up to a maximum salary of R443 601 per annum is possible subject to satisfactory performance.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate on NQF level 4, an appropriate Bachelor Degree in Business Administration, Financial Management, Banking or equivalent qualification at NQF level 7. Minimum of 3 years' relevant experience. Knowledge of Banking and Financial Services, Public Service Administration and Management, Human Resource Management, Financial Management, Risk Management, Audit Management. Generic skills: Strategic thinker, interpersonal relation, computer literacy, presentation skills, exceptional report writing skills, ability to prepare graphs and charts, problem solving, innovative, confident, professional , team player. A self-driven individual in possession of the following technical skills and competencies: Business administration, knowledge of financial systems, banking administration, understanding of employee benefits administration, understanding of the public service and project management.

**DUTIES** : To manage housing scheme administration and in particular the Individual-Linked Savings Facility (ILSF). Administer the Individual-Linked Savings Facility (ILSF) collaboratively with National Treasury. Provide support services to public servants, HR and Finance units in departments in making deposits and withdrawals from the ILSF. Analyse, coordinate and interpret ILSF data and prepare periodic statements and reports. Prepare and implement service delivery improvement plans. Identify risks and implement risk mitigation strategies.

**ENQUIRIES** : Mr. Johannes Rantete Tel No: (012) 336 1102

**APPLICATIONS** : E-mail to: [advertisement22@dpsa.gov.za](mailto:advertisement22@dpsa.gov.za)