

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.

<u>APPLICATIONS</u>	:	E-Mail To: advertisement25@dpsa.gov.za
<u>CLOSING DATE</u>	:	02 November 2020
<u>NOTE</u>	:	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. NB: 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 .

MANAGEMENT ECHELON

<u>POST 24/161</u>	:	<u>CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: DPSA 25/2020</u>
<u>SALARY</u>	:	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
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate B. degree in Public Administration or Law/ Human Resources Management or 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 administration. Knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative framework, Government programs such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government. Intergovernmental relations. Competencies: Decision making, Problem solving, written and verbal communication, Stakeholder management and coordination, Negotiation, Strategic thinking and leadership. Analytical skills, interpersonal relations, team work, confidentiality. Financial Management, Human resources management and research. Technical Skills: Project management, Monitoring and evaluation and Policy development.

DUTIES

: Manage the provision of executive and secretariat support to the Director-General. Manage Policy Co-ordination and development process in the DPSA. Manage and coordinate Donor Mobilisation Programmes and International Liaison. Manage the African Peer Review Mechanism (APRM) Secretariat function. Manage and maintain a database of donors and interventions subject to DPSA policies, processes and systems, mobilise donor funding and sponsorships for identified projects. Coordinate the domestication and mainstreaming of international instruments such as conventions agreements, protocols and Millennium Development Goals. Effective Management of the African Peer Review Mechanism (APRM) secretariat function. Strategic Stakeholder Management. Represent the department in all related fora, meetings and processes. Mobilise external resources to support the APRM programme. Manage the Chief Directorate.

ENQUIRIES

: Ms Baarata Motlhaoleng at Tel No: (012) 3361503