DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

ANNEXURE E

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: advertisement05@dpsa.gov.za

CLOSING DATE

15 February 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 a performance agreement with the immediate supervisor within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp

OTHER POST

POST 03/41

DEPUTY DIRECTOR: AFRICAN PEER REVIEW MECHANISM (APRM) NATIONAL

SALARY

R733 257 per annum (Level 11), (An all-inclusive remuneration package). Annual progression up to maximum salary of R863 748.00 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal need within a framework.

CENTRE

Pretoria

REQUIREMENTS

Senior Certificate and a Bachelor Degree in International Relations or equivalent qualification at NQF level 7 in Public Administration / Management or Political Science / Sociology. A minimum of three (03) years’ experience on Middle Management level in a Public Policy, Community Development and/or Participatory Democracy and Government environment, with demonstrated capacity to plan, manage and deliver projects. A minimum of (05) years’ relevant functional experience implementing projects in public sector governance, public policy, intergovernmental or civil society contexts. Sound knowledge of government issues and priorities in strengthening governance. Strong knowledge and understanding of International Relations and African multilateral issues related to governance. Strong understanding of government policy making processes and in particular, public participation and citizen engagement processes. Familiarity with key research institutions, think tanks and civil society actors engaged in governance issues. Familiarity with basic requirements and protocols related to supportive services required by high level/Ministerial individuals. Ability to work in a team and with multiple stakeholders. Knowledge of Public Service prescripts. Ability to work under pressure and effectively prioritize multiple demands and to work in an accountable and transparent manner. Creative and able to apply innovative thinking. Computer literacy. Communication skills (verbal and written). Extensive research, writing and reporting skills. Analytical and problem solving skills. Presentation and public relations. Interpersonal skills, People management and financial management skills.

DUTIES

To support the Director: APRM in facilitating processes to develop the APRM National Plan of Action (NPoA). Assist in the development of a system to
monitoring the implementation of a system of the APRM NPoA. Assist the Director: APRM in the coordination and establishment of inter-departmental mechanisms for (1) integrating into the NDP Outcomes and (2) reporting on the implementation of the National Plan of Action. Organize and conduct meetings with relevant government and non-state actors to support the harmonization of monitoring and reporting on the implementation of the AU Agenda 2063, the UN Agenda 2030 on Sustainable Development Goals (SDGs) and the APRM NPoA. Stakeholder Engagement and Communication Support in APRM Review Processes. Knowledge Management and Research Support. Monitoring and Reporting on the implementation of the NPoA. Assist in making inputs and drafting quarterly reports on the implementation of reviews and provide documentation of national and provincial civil society stakeholder engagements. Draft monitoring reports of inter-departmental and multi-stakeholder engagements. Project and administration management.

ENQUIRIES

Dr. Patrick Sokhela Tel No: (012) 336 1280