

CENTRE FOR PUBLIC SERVICE AND INNOVATION

- APPLICATIONS** : Visit: www.cpsi.co.za/careers/ (All required documentation must be uploaded when applying online). eMail to Recruitment@cpsi.co.za (All documents must be attached) Hand deliver to Centre for Public Service Innovation, 546 Edmond Street, Batho Pele House, Heritage Building, Arcadia, Pretoria, 0007. (Applications without the necessary documentation will not be considered).
- FOR ATTENTION** : Quoting reference number must be addressed to Ms. Tshepo Buthelezi.
- CLOSING DATE** : 09 July 2021 at 16:H00 (Faxed applications will not be considered)
- NOTE** : It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference. 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 all qualification(s) referred to within the CV, certified Identity Document. Proof of citizenship if not RSA citizen, a comprehensive CV, indicating 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 done during the selection process. Failure to submit these copies will result in the application not being considered. All 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 shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. CPSI reserves the right not to fill the below-mentioned posts.
- OTHER POST**
- POST 22/01** : **DEPUTY DIRECTOR: STRATEGIC MANAGEMENT REF NO: 0004/2021**
- SALARY** : R733 257 per annum (Level 11). Annual progression up to a maximum salary of R863 746 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria (Arcadia)
- REQUIREMENTS** : Recognized B. Degree in Business/Public Administration, Economics and/or equivalent qualifications, postgraduate qualification will be an added advantage and at least four (4) years in Strategic Management experience, of which two (2) years should be management or supervisory level in Strategic Management and lower-middle management level. Knowledge of Public Service Policy Framework, Public Service Regularly Framework, Strategic Management policies, practices and procedures, Auditor General Operations and the Office of the Accounting General. Analyse organisational performance and provide strategic inputs. Advanced Computer skills, in particular MS PowerPoint. Managerial skills required including Strategic thinking, Innovative and Creative thinking, Programme management, Financial Management, Planning and organising and Team leadership.
- DUTIES** : Strategic planning, facilitate and compile the departmental targets and compliance process and reporting. Compile reports within the Units internally. Manage the Risk and Audit Committee and Executive meetings. Compile and draft the Operational and Annual Performance Plan and Annual Report. Co-ordinate the Risk activities of the Organisation. Compile Parliamentary responses and prepare the presentation of quarterly reports. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Attention to detail and quality. A self-starter and willing to work under pressure, with tight deadlines and long working hours. Ability to communicate, present with external and internal. Good interpersonal skills, analytical skills, initiative and teamwork
- ENQUIRIES** : Ms. Tshepo Buthelezi Tel No: (012) 683 2817