

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>CLOSING DATE</u>	:	20 September 2021
<u>NOTE</u>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp .”From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered”, a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver’s license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa. All shortlisted candidates for post/s will be subjected to a technical exercise that intend to test relevant technical elements of the job, 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 within 3 months of appointment, as well as and will be required to undergo a security clearance within one month of appointment.

OTHER POSTS

<u>POST 31/48</u>	:	<u>DEPUTY DIRECTOR: ICT INFRASTRUCTURE MANAGEMENT REF NO: DPSA 37/2021</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12), (An all-inclusive remuneration package). Annual progression up to a maximum salary of R1 023 645 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate B. Degree in ICT or equivalent qualification at NQF level 7 in ICT related field, Minimum of 2 years’ experience at middle management level. Minimum of 5 years technical appropriate experience. Knowledge of 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, Sound understanding of operations management. Must have understanding of ICT Infrastructure Management theory and practice, Project Management, understanding of Digital transformation, understanding of Batho Pele principles. Very good diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, Computer literacy, conflict management, stakeholder management and coordination and project and program management skills.
<u>DUTIES</u>	:	To develop Prescripts on ICT Infrastructure Management. Support the Implementation of Prescripts by National and Provincial Departments. Monitor the implementation and Compliance. Manage all the Operations, Systems and Processes of the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Teko Mohono Tel No: (012) 336 1066 E-Mail To: advertisement37@dpsa.gov.za

POST 31/49 : **DEPUTY DIRECTOR: HRD, PLANNING, MONITORING, EVALUATION AND REPORTING REF NO: DPSA 38/2021**

SALARY : R869 007 per annum (Level 12), (An all-inclusive remuneration package). 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 recognised NQF Level 7 qualification in Human Resource Development Human Resource Management/ Public Management / Development and/or Administration / Industrial Psychology. Minimum of 3 years 1st level /middle management (ASD level) Experience in HRD Strategy Research, Planning, Monitoring and Evaluation. Three (3) years in Public Sector. Thorough understanding of the Public Service Regulatory Framework and specifically HRD-related legislation, policies and practices, as well as National Skills Development Legislations and related Strategies. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation. Good planning and organising skills. Supervisory and Human Resource Management skills, good planning and organising skills supervisory and Human Resource Management. Good communication skills (verbal and written). Technical Skills: Human Resource Development Practices; An advanced knowledge of HRD Planning, Monitoring, Evaluation and Reporting. Applied knowledge of the Government-wide Monitoring and Evaluation Framework (GWM&EF), and the South African Statistical Quality Assessment Framework (SASQAF). Advanced Analytical, Research and Report writing skills; Sound knowledge and in Generic Skills: Applying Technology; Communication and Information Management, Project Management, Applied Strategic thinking and developing others. Certification in Statistical package for the social sciences (SPSS) would be an added advantage. A valid Drivers' licence, minimum Code 08. Be willing to travel.

DUTIE : To manage and support the development and implementation of Human Resource Development Frameworks. Support the roll-out of the HRD Strategy for the Public Service in government departments and provinces. Support Departments, including Sector Departments and Provinces in formulating their department-specific, Sector department-specific HRD Strategies and Implementation Plans, respectively in line with the Public Service HRD Strategic Framework and current Government priorities. Manage and support the five (5) year and annual HRD Planning in departments. Conduct validation and quality assurance of implementation plans. Monitor the implementation of HRD Activities in the Departments and Provinces. Produce an annual and longitudinal performance report on the implementation of HRD in the Public Service. Coordinate the implementation of National HRD Strategy indicators within the Public Service Departments as well as collation of data from the local government space as required by the National HRD Council. Liaise, Mobilise and Coordinate activities, including workshops with all relevant stakeholders critical in the successful implementation of the HRD Strategic Framework for the Public Service. Identify and formulate the research agenda to enhance the effectiveness and efficacy of the strategic purpose of HRD in the public service. Identify develop and participate in the development of policies, determinations, directives and other prescripts supporting the implementation of HRD in the Public Service.

ENQUIRIES APPLICATIONS : Mr. Zamokwakhe Khuzwayo Tel No: (012) 336 1407
E-Mail To: advertisement38@dpsa.gov.za

POST 31/50 : **DEPUTY DIRECTOR: CAPACITY BUILDING & MANDATORY PROGRAMMES REF NO: DPSA 39/2021**

SALARY : R869 007 per annum (Level 12), (An all-inclusive remuneration package) 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 recognised NQF Level 7 qualification in Human Resource Development Human Resource Management/ Public Management / Development and/or Administration / Industrial Psychology. Minimum of 3 years 1st level /middle management (ASD level) Experience in HRD Strategy Research, Planning, Monitoring and Evaluation. Three (3) years in Public Sector. Thorough understanding of the Public Service Regulatory Framework and specifically HRD-related legislation, policies and practices, as well as National Skills Development Legislations and related Strategies. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation. Good planning and organising skills. Supervisory and Human Resource Management skills, good planning and organising skills supervisory and Human Resource Management. Good communication skills (verbal and written). Technical Skills: Human Resource Development Practices; An advanced knowledge of policy formulation, competency model formulation and analysis, skills audit processes and project management. Advanced Analytical, Research and Report writing skills; Sound knowledge and in Generic Skills: Applying Technology; Communication and Information Management, Developing others; Project Management and Applied Strategic thinking. Knowledge and experience in any verifiable skills audit system/methodology would be an added advantage. A valid Drivers' licence, minimum Code 08. Be willing to travel.

DUTIES

: To manage and support the Drafting, facilitate the development, review and implementation of policy prescripts, guidelines, directives, frameworks and determinations intended to develop the capacity of existing public service employees, including eLearning, Recognition of Prior Learning (RPL), Compulsory Induction Programme, Mandatory Training Programmes, Utilisation of Training Budgets within Public Service Departments, Bursary and Scholarship provisioning, Adult Education amongst others. Plan and execute policy capacity building and advocacy programmes in departments and provinces. Manage and support the implementation of the Public Service Skills Audit Methodology Framework across the public service. Manage and support the development and implementation of Guidelines on compilation of department-specific organisational competency frameworks to support skills audit implementation in departments. Provide policy advice and support to departments in implementing the HRD Policies and projects. Plan and Manage special capacity building projects in support of various policy units within the DPSA seeking HRD interventions. Monitor, analyse and report implementation of the policies and strategies falling within this sub-directorate. Collaborate with the team to contribute towards the achievement of the Chief Directorates overall plans.

**ENQUIRIES
APPLICATIONS**

: Mr. Zamokwakhe Khuzwayo Tel No: (012) 336 1407
: E-Mail To: advertisement39@dpsa.gov.za