

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za
- CLOSING DATE** : 15 October 2021
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za/vacancies); a recent updated comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All short-listed candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

MANAGEMENT ECHELON

- POST 34/97** : **DIRECTOR: PUBLIC SERVICE COMMISSION SUPPORT REF NO: D: PSCS/09/2021**
- SALARY** : R1 057 326 per annum, (All-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate profile: An appropriate Bachelor's degree (NQF 7) in Public Administration/Management/ Law/ Human Resources/ Business Administration Sciences/ Development Studies. 5 years' experience at middle/ senior management level. 5 years' experience of rendering executive support to governance structures. Experience of liaising with Parliament/ legislatures will be an added advantage. Experience in monitoring and evaluation in the public sector or social sciences. Experience in developing research proposals and instruments and designing plus utilising appropriate data collection

strategies and data capturing tools. Good understanding of the PSC's mandate. Excellent planning, organisational and communication skills. Excellent research and writing skills. Ability to work across levels within the PSC and interact at a senior level. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. The successful candidate must possess strong strategic capability, analysis, leadership, programme, project management and financial and people management skills. A pre-entry certificate obtained from the National School of Government. Proven computer skills and experience in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. A Valid Driver's License (with the exception of disabled applicants).

DUTIES : Provide parliamentary support services. Coordinate the Public Service Commission governance structures and render secretariat and logistical services. Provide secretariat support to selected governance structures of the office of the Public Service Commission. Coordinate international relations. Management of human and financial resources.

ENQUIRIES : Ms LC Viviers Tel No: (012) 352 1145

OTHER POSTS

POST 34/98 : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/LP/09/2021**

SALARY : R869 007 per annum, (All-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS : Public Service Commission Limpopo Provincial Office, Polokwane
 : The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised National Diploma/Bachelor's Degree (NQF level 6/7) in Law/ Auditing/ Forensic Investigations/ Public Administration. Three (3) to five (5) supervisory years' experience in forensic Investigations/ Investigations/ Auditing/ Fraud and Anti-Corruption. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

DUTIES : Investigate complaints lodged with the PSC and of PSC's own accord into areas of Public Administration. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System (Database on Complaints). Follow up on cases referred to departments for investigation. Conduct investigative research into areas of Public Administration practices. Draft reports with appropriate findings, recommendations/directions/ advice. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Compile presentations on investigative reports. Provide support in the promotion and evaluation of the CVPs in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Supervise staff. Provide support to the organization through participation in office management related tasks.

ENQUIRIES : Ms Thembekile Makhubela Tel No: (015) 291 4783

POST 34/99 : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/MP/09/2021**

SALARY : R869 007 per annum, (All-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS : Public Service Commission Mpumalanga Provincial Office
: The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised National Diploma/Bachelor's Degree (NQF level 6/7) in Law/ Auditing/ Forensic Investigations/ Public Administration. Three (3) to five (5) supervisory years' experience in forensic Investigations/ Investigations/ Auditing/ Fraud and Anti-Corruption. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

DUTIES : Investigate complaints lodged with the PSC and of PSC's own accord into areas of Public Administration. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System (Database on Complaints). Follow up on cases referred to departments for investigation. Conduct investigative research into areas of Public Administration practices. Draft reports with appropriate findings, recommendations/ directions/ advice. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Compile presentations on investigative reports. Provide support in the promotion and evaluation of the CVPs in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Supervise staff. Provide support to the organization through participation in office management related tasks.

ENQUIRIES : Ms Salome Meso Tel No: (013) 755 4070

POST 34/100 : **STATE ADMINISTRATION OFFICER: PUBLIC SERVICE COMMISSION SUPPORT REF NO: SAO: PSCS/09/2021**

SALARY : R257 508 per annum (Level 07)

CENTRE : Public Service Commission House, Pretoria

REQUIREMENTS : Ideal candidate profile: 3 year post school qualification (NQF Level 6) in Public Administration/Public Management, Office Administration or Social Sciences At least five years' experience in the Public Service, of which at least three must involve providing a support service to senior management Proven experience of providing logistical support for governance meetings, of controlling expenditure and verifying performance information Knowledge of the public service regulatory framework and the application thereof Advanced Computer Literacy A thorough understanding of government administration Valid code 08 driver's license (with exception of disabled applicants) Ability to work both independently and as part of a team Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on daily duties of this post.

DUTIES : The successful candidate will be responsible for: Maintaining an effective and efficient administrative support system for the Chief Directorate and D: Litigation and Legal Services Providing administrative and logistical support to governance events, meetings and workshops of the PSC Providing overall performance monitoring and analysis support, by facilitating the submission of quarterly performance reports and supporting evidence and verifying submitted

evidence against reported progress for reliability, relevance and accuracy
Coordinating and processing of PSC travel requests and expenditure
Monitoring and tracking expenditure within the authority of the Programme
Manager.

ENQUIRIES

: Ms LC Viviers Tel No: 012 352 1145