

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 representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness 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
- FOR ATTENTION** : Mr M Mabuza
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified 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 successful candidate will be required to obtain a confidential security 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. Please take note that late applications will not be accepted. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. All shortlisted 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. Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however, from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment (Z83) form which 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 27/95** : **SENIOR SPECIALIST RESEARCHER: ORGANISATION AND ADMINISTRATION OF THE PUBLIC SERVICE (DIRECTOR LEVEL) REF NO: SSR/OAPS/11/2020**
- 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 REQUIREMENTS** : Public Service Commission House, Pretoria E, Pretoria
: A SAQA recognized Bachelor's Degree or equivalent qualification (new NQF level 7) in one of the following: Public Management or Public Administration or Social Sciences with prove primary research experience. A relevant post graduate qualification will be an added advantage. 5 years relevant experience in a middle/senior management post. Minimum 10 years of leading and conducting research on public administration. Proven and strong research capability and research supervision skills. Conceptual ability in the design and implementation of research projects. An experienced evaluator/ consultant/ policy analyst/ researcher, preferably somebody specialising in the organisation and administration, governance and management of institutions, underpinned by the nine principles in section 195 of the Constitution. A strong understanding of the Constitution and the intersection between the rights,

values and principles as they relate to public administration. Experience and knowledge in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Excellent project management and problem solving abilities. Exceptional understanding of the policy environment within which Public Service delivery takes place. Excellent communication (written and verbal) skills. Proven and strong research capability and research supervision skills. Conceptual ability in the design and implementation of research projects. An experienced evaluator/ consultant/ policy analyst/ researcher, preferably somebody specialising in the organisation and administration, governance and management of institutions, underpinned by the nine principles in section 195 of the Constitution. Good people management skills and the ability to work with and across teams. Good liaison skills and the ability to manage relations with different stakeholders. Sufficient computer skills in Microsoft Office Suite e.g. A Valid Driver's License (with the exception of disabled applicants) and willingness to travel.

DUTIES : Undertake research projects in public administration. Undertake reviews and evaluations of the organisation and administration of the public service (Organisation and administration include all the institutional characteristics that determine the performance of the public service, including the regulatory framework, service delivery model, governance framework, policies, structures, systems and processes). Undertake service delivery evaluations, participatory evaluations and inspections. Undertake evaluations of the compliance of public service departments with the nine principles governing public administration in section 195 of the Constitution. Provide conceptual leadership in Monitoring and Evaluation and Public Administration. Manage resources efficiently and effectively in accordance with Public Service policies and prescripts

ENQUIRIES : Ms Carmen Domingo-Swarts Tel No: (012) 352 1289
CLOSING DATE : 18 December at 15h45

OTHER POSTS

POST 27/96 : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD/PAI/FS/11/2020**
 Re-advertisement, those who previously applied are encouraged to reapply)

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 : Free State Provincial Office
 Ideal Candidate Profile: 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 Public Administration/ Law. A post graduate qualification (NQF level 8) will be an added advantage. At least three (3) to (5) years' experience in Public Administration Investigations/Forensic Investigations/Fraud and Anti-Corruption at supervisory level. 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 the exception of disabled applicants).

DUTIES : The successful candidate: Investigate complaints lodged through the PSC's Complaints Rules or of 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. Conduct investigative research/ evaluations on public administration practices. Draft reports with appropriate findings, recommendations/ advice / directions. Compile and make presentations on reports. Participate 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. Perform other duties relating to labour relations improvement, professional ethics and research assigned by the Provincial Director. Provide support to the organization through participation in Office management related tasks.

ENQUIRIES
CLOSING DATE

: Mr S Misana Tel No: (051) 448 8696
: 11 December at 15h45

POST 27/97

: **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/NW/11/20**
Re-advertisement, those who previously applied are encouraged to reapply

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

: North West Provincial Office
: Ideal candidate's profile: A Degree or equivalent qualification (NQF Level 7) in the field of Social Sciences and/or Public Administration and/or Development Management. A post graduate qualification (NQF Level 8) will be an added advantage. 3-5 Years supervisory experience in Research and the development of Public Administration Practice. Strong technical competence and proven experience in research, research design, data analysis and Monitoring and Evaluation methods. Knowledge of Public Management, Administration, Human Resource Management Practices including Labour Relations, Ethics Infrastructure, Corporate Governance and Financial Management. Thorough understanding of government administration. Good report writing, presentation and analytical skills. People management, project management, and communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Valid driver's license (with exception of disabled applicants). 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 Public Service Commission (PSC) regarding the CVPs.

DUTIES

: Evaluate the performance of the North West provincial public service using indicators and standards for each of the principles in section 195 of the Constitution. Design and develop research project proposals and/or project plans. Conduct Monitoring and Evaluation and social research on the public service. Evaluate Public Administration practices in Provincial Departments and develop solutions to identified problems. Conduct service delivery investigations and inspections. Conduct research in Human Resource Management and Development Practices and develop solutions to identified problems. Assist with investigation of grievances submitted to the PSC. Assist in managing and conducting Public Administration Investigations. Draft reports emanating from the key performance areas, including the report on the Compliance of the Constitutional Values and Principles (Section 196 4 (e) of the North West Provincial Government.

ENQUIRIES
CLOSING DATE

: Mr L Mautlwa Tel No: (018) 384 1000
: 11 December at 15h45

POST 27/98

: **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/FS/11/2020**
(This is a re-advertisement, those who previously applied are encouraged to reapply)

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

**CENTRE
REQUIREMENTS**

successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

: Free State Provincial Office
: Ideal candidate's profile: A Degree or equivalent qualification (NQF Level 7) in the field of Social Sciences and/or Public Administration and/or Development Management. A post graduate qualification (NQF Level 8) will be an added advantage. 3-5 Years supervisory experience in Research and the development of Public Administration Practice. Strong technical competence and proven experience in research, research design, data analysis and Monitoring and Evaluation methods. Knowledge of Public Management, Administration, Human Resource Management Practices including Labour Relations, Ethics Infrastructure, Corporate Governance and Financial Management. Thorough understanding of government administration. Good report writing, presentation and analytical skills. People management, project management, and communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Valid driver's license (with exception of disabled applicants). 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 Public Service Commission (PSC) regarding the CVPs.

DUTIES

: Evaluate the performance of the North West provincial public service using indicators and standards for each of the principles in section 195 of the Constitution. Design and develop research project proposals and/or project plans. Conduct Monitoring and Evaluation and social research on the public service. Evaluate Public Administration practices in Provincial Departments and develop solutions to identified problems. Conduct service delivery investigations and inspections. Conduct research in Human Resource Management and Development Practices and develop solutions to identified problems. Assist with investigation of grievances submitted to the PSC. Assist in managing and conducting Public Administration Investigations. Draft reports emanating from the key performance areas, including the report on the Compliance of the Constitutional Values and Principles (Section 196 4 (e) of the North West Provincial Government.

**ENQUIRIES
CLOSING DATE**

: Mr S Mlisana Tel No: (051) 448 8696
: 11 December at 15h45

POST 27/99

: **DEPUTY DIRECTOR: PUBLIC SERVICE MONITORING AND EVALUATION
SYSTEM REF NO: DD/PSMES/11/2020**

Re-advertisement, those who previously applied are encouraged to reapply

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 House, Pretoria
: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have: A National Diploma/Bachelor's Degree (new NQF level 7) in Information Systems or Statistics. A post graduate qualification in the above-mentioned fields would be an added advantage. Experience in data analysis. 5 years' experience at supervisory level in research, data analysis, monitoring and evaluation, policy analysis, management consulting, public administration and management practices and organizational performance environment. Ability to design complex spreadsheets and reports (tables, graphs, dashboards, etc.) using a variety of analytical methods and tools. Good writing and communication (written and verbal) including presentation skills. Advanced computer skills in MS Suite e.g. Excel, Word and PowerPoint. Knowledge and experience in SQL database and Microsoft Power Business Intelligence OR other databases and BI tools. An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution 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. A valid driver's license (with an exception of people with disability) and willingness to travel.

DUTIES : Evaluate the performance of the public service using indicators and standards for each of the principles in section 195 of the Constitution. Evaluate the performance of the public service using data analytics. Contribute to the development of the PSC's quantitative analytical methodologies. Contribute towards the maintenance of a data warehouse/ database, sourcing data from PSC in-house source systems as well as from sources across the public service. Ensure regularly update, completeness and quality of data. Produce monitoring and evaluation reports including analytical briefs. Develop and generate narrative as well as visualization reports (tables, graphs, dashboard, etc.) from spreadsheets or data base or Business Intelligence tools.

ENQUIRIES : Mr Ndivhuho Malange Tel No: (012) 352 1095

CLOSING DATE : 18 December at 15h45

POST 27/100 : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/11/2020**
(2 Months Contract)

SALARY : R869 007 per annum, (All-inclusive remuneration package)

CENTRE : Gauteng Provincial Office

REQUIREMENTS : 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 Bachelor's Degree or equivalent qualification (NQF level 7) in Public Administration/Law/ Labour Law/ Auditing/ Forensic Investigations. A post graduate qualification will be an added advantage. At least three (3) to (5) years' experience in Public Administration Investigations/ Forensic Investigations/Auditing/Fraud and Anti-Corruption at supervisory level. 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 the exception of disabled applicants).

DUTIES : Investigate complaints lodged through the PSC's Complaints Rules or of 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. Conduct investigative research/ evaluations on public administration practices. Draft reports with appropriate findings, recommendations/ advice /directions. Compile and make presentations on reports. Participate 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. Perform other duties relating to labour relations improvement, professional ethics and research assigned by the Provincial Director. Provide support to the organization through participation in Office management related tasks.

ENQUIRIES : Ms Faith Mashikinya Tel No: (012) 352 1139/ Ms G Nkwanyana Tel No: (011) 833 5721

CLOSING DATE : 11 December at 15h45

POST 27/101 : **DEPUTY DIRECTOR: PUBLIC SERVICE MONITORING AND EVALUATION SYSTEM REF NO: DD/PSMES/11/20**
(2 Months Contract)

SALARY : R869 007 per annum, (All inclusive remuneration package)

CENTRE : Public Service Commission House, Pretoria

REQUIREMENTS : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have: A National Diploma/Bachelor's Degree (new NQF level 7) in Information Systems or Statistics. A post graduate qualification in the above-mentioned fields would be an added advantage. Experience in data analysis. Experience at supervisory level in research, data analysis, monitoring

and evaluation, policy analysis, management consulting, public administration and management practices and organizational performance environment. Ability to design complex spreadsheets and reports (tables, graphs, dashboards, etc.) using a variety of analytical methods and tools. Good writing and communication (written and verbal) including presentation skills. [Candidate should submit his/her CV). Advanced computer skills in MS Suite e.g. Excel, Word and PowerPoint. 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. Knowledge and experience in SQL database and Microsoft Power Business Intelligence OR other databases and BI tools. A valid driver's license and willingness to travel.

DUTIES : Evaluate the performance of the public service using indicators and standards for each of the principles in section 195 of the Constitution. Evaluate the performance of the public service using data analytics. Contribute to the development of the PSC's quantitative analytical methodologies. Contribute towards the maintenance of a data warehouse/ database, sourcing data from PSC in-house source systems as well as from sources across the public service. Ensure regularly update, completeness and quality of data. Produce monitoring and evaluation reports including analytical briefs. Develop and generate narrative as well as visualization reports (tables, graphs, dashboard, etc.) from spreadsheets or data base or Business Intelligence tools.

ENQUIRIES : Mr Ndivhuho Malange Tel No: (012) 352 1095

CLOSING DATE : 11 December at 15h45

POST 27/102 : **DEPUTY DIRECTOR: LABOUR RELATIONS DISPUTE AND LITIGATION (X3 POSTS)**

(2 Months Contract)

This is a re-advertisement, those who previously applied are encouraged to re-apply

SALARY : R869 007 per annum, (All-inclusive remuneration package)

CENTRE : Head Office, Pretoria and Limpopo Provincial Office

National Office Ref No Dd/Lrdl/11/2020 (X2 Posts)

Limpopo Ref No: Dd/Lrdl/11/2020/Lim (X1 Post)

REQUIREMENTS : The Public Service Commission 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/ Labour Relations, Human Resource Management, Public Management. 3-5 years in Labour Relations and supervisory experience at junior level. Professional Knowledge of Labour Relations, Labour Law, Human Resource Practices and case management. Proven investigative, analytical skills legal interpretation skills. Report writing 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. Presentation skills and management skills and organising skills. Proven computer literacy the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

DUTIES : To promote Public Service labour relations and management practices. Investigate grievances through evaluation, research and analysis and draft investigative reports. Monitor the implementation of Public Service Commission's recommendations. Management of the grievances management system (database). Conduct research project in assigned areas. Compile presentations on report.

ENQUIRIES : Mr L Yekwa Tel No: (012) 352 1140/ Ms T Makhubele Tel No: (015) 291 4783

CLOSING DATE : 11 December, 15h45

POST 27/103 : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS (FORENSICS) REF NO: DD: PAI/F/11/2020**

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 House, Pretoria
: 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/ Social Sciences and/or related field. Three (3) to five (5) 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 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. Follow up on cases referred to departments for investigation. Conduct investigative research in public administration practices. Draft reports with appropriate findings, recommendations/advice. Compile presentations on reports. Conduct investigations/research/evaluation of complaints lodged with the PSC or of own accord into areas of Public Administration. Participate 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

: Mr Vuyo Skweyiya Tel No: (012) 352 1035

CLOSING DATE

: 18 December at 15h45

POST 27/104

: **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DD/FM/10/2020**

(The post was advertised on the PSC website with the closing date of 27 November 2020. The date has since been extended to 11 December 2020, those who applied using the advert that is on the PSC website do not have to apply again as this is the same advertisement with an extended closing date)

SALARY

: R733 257 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 House, Pretoria E, Pretoria
: A three-year Degree in Accounting/Financial Management or a three-year National Diploma in Accounting/Financial Management or equivalent qualification with 3-5 years relevant experience in the Finance field. Generic competencies: Planning and organizing. Coordination. Problem solving and decision-making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical competencies: Knowledge and understanding of: Public Finance Management Act (PFMA). Treasury Regulations. Modified Cash Standard (MCS). Extensive knowledge of Basic Accounting System (BAS). General ledger reconciliation and analysis. Salary and employee tax administration. Debtor control and creditor payments. All other financial administration duties. An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution 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. A valid driver's license (with an exception of people with disability).

DUTIES

: Administer and implement revenue management system. Administer and implement salary system. Manage and monitor accounting and bookkeeping

functions. Manage departmental expenditure and payments system. Oversee the Loss Control function. Manage compilation of MTEF, AENE and ENE Budget Processes. Manage compilation of year-in monitoring reports. Provide advisory and secretariat functions to the Budget Committee. Develop, review, monitor and implement financial policies, procedures and internal controls. Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements.

ENQUIRIES : Ms NP Vutuza Tel No: (012) 352 1168
CLOSING DATE : 11 December at 15h45

POST 27/105 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DD: LR/11/2020**
 (2 Months Contract)

SALARY : R733 257 per annum, (All-inclusive remuneration package)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : An appropriate three-year Bachelor's degree or National Diploma (NQF 6/7) in Labour Relations/Law, Human Resources Management. 3-5 years experience in Employee Relations management'. Extensive experience and skills in handling complaints, disciplinary hearings and grievances. Experience in representing employer in dispute resolution forums and Departmental Bargaining Chamber. Knowledge and understanding of Public Service Legal Framework. Understanding of Basic Financial Management, negotiation, good communication (verbal and legal written), interpersonal relations, policy development, managerial and project management skills. The ability to think strategically and creatively. 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 the exception of disabled applicants).

DUTIES : Ensure that grievance and disciplinary policies are aligned to the relevant legislative frameworks. Management and employees are trained on the Grievance policy and Disciplinary Code and Procedures. Conduct an analysis of grievances received. Facilitate grievance resolution and render advice on possible solutions to management and employees. Consult with the relevant structures of authority of department in an attempt to resolve the grievance. Co-ordinate the appointment of investigating officers, employer representative and presiding officers. To administer cases of misconduct and other transgressions in the OPSC. To deal with dispute resolution in the OPSC. Maintain a database of grievances received, status of completion and of grievances not properly lodged. Ensure that submissions or reports are drafted and submitted for the decision of the Accounting Officer.

ENQUIRIES : Ms Mirriam Mahuma Tel No: (012) 352 1072
CLOSING DATE : 11 December at 15h45

POST 27/106 : **ASSISTANT DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS**
 (2 Months Contract)

SALARY : R470 040 per annum (Level 10)
CENTRE : Public Service Commission House, Pretoria, Eastern Cape, KwaZulu-Natal
 Pretoria Ref No: ASD/PAI/11/2020/PTA (X4 Posts)
 Eastern Cape Ref No: ASD/PAI/11/2020/EC
 Kwa Zulu Natal Ref No: ASD/PAI/11/2020/KZN

REQUIREMENTS : 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/ Social Sciences and/or related field. A minimum of three (3) years' experience in forensic Investigations/ Investigations/Auditing/Fraud and Anti-Corruption regarding personnel and public administration practices. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, 1996, the Public Service Act, 1994, the Public Service Commission Act, 1997, the Public Finance Management Act, 1999, the Public Service Regulations, 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 of the Constitution 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, or of own accord, into personnel and public administration practices. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System. Conduct investigative research into personnel and public administration practices. Draft reports with appropriate findings, recommendations/ advice. Compile presentations on reports. Participate in the promotion and evaluation of the CVPs stipulated 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. Provide support to the organization through participation in office management related tasks.
- ENQUIRIES** : Ms TT Mashikinya Tel No: (012) 352 1289/ Mr L Mgego Tel No: (043) 643 4704
Ms P Kwanini Tel No: (033) 345 9997
- CLOSING DATE** : 11 December, 15h45
- POST 27/107** : **STATE ADMINISTRATION OFFICER: GRIEVANCES REF NO: SAO/G/11/20**
(2 Months Contract)
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate profile: 3 year post school qualification National Diploma/Degree (NQF 6/7) in Information Systems and Statistics. 3 years' experience in data management and analysis experience in the Public Service. Proven experience of controlling expenditure and verifying performance information. Knowledge of the public service regulatory framework and the application thereof. Ability to capture and coordinate data systematically. Ability to analyse and process data Advanced Computer Literacy. A thorough understanding of government administration. Valid code 08 driver's licence (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 the daily duties of this post.
- DUTIES** : The successful candidate will be responsible for: Establish and manage database in respect of grievances lodged with the Public Service. Establish and maintain database on implementation of recommendations. Monitor trends and manage database in respect of six monthly statistics on grievance resolution in the Public Service. Compile monitoring reports to the PSC on grievances received by the PSC. Provide project administration research support and coordinate compliance with audit requirements. Provide overall administrative assistance to the Deputy Director: LRI and provide secretariat support services when arranging panel or grievance meetings.
- ENQUIRIES** : Laurence Edward Cronje Tel No: (011) 833 5721
CLOSING DATE : 11 December, 15h45
- POST 27/108** : **STATE ADMINISTRATION OFFICER REF NO: SAO: L&LS/11/20**
(2 Months Contract)
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate profile: 3 year post school qualification National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management, Social Sciences degree or other related fields. At least 3 years' experience in the Private Sector or Public Service, of which at least three must involve providing a support service to Director Litigation and Legal Service. Proven experience 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 licence (with exception of disabled applicants). Ability to work both independently and as part of a team.
- DUTIES** : The successful candidate will be responsible for: Maintaining an effective and efficient administrative support system for the 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.

ENQUIRIES
CLOSING DATE

: Adv. Shukrat Makinde Tel No: (012) 352 1188
: 11 December at 15h45