

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.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 12 February 2021
- 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 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 02/60** : **DIRECTOR: PLANNING, MONITORING AND REPORTING REF NO: D/PMR/01/2021**
- 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 and Social Science or related field. A post graduate qualification will be an added advantage. 5 years' experience at middle/ senior management level of which at least 3 years should be in managing planning, monitoring and reporting in government. Good understanding and knowledge of government priorities including the National Development Plan. Good understanding of the PSC's mandate. Proven track record in carrying out government planning frameworks such as Medium Term Strategic Framework, Strategic Planning, Annual Performance Plan and Service Delivery Planning. Understanding of government wide monitoring and evaluation system. 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. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. The successful candidate must possess strong

strategic capability, analysis, leadership, programme, project management and financial and people management skills. A Certificate for entry into the SMS. 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

: Coordinate, facilitate and guide the PSC's planning processes towards the development of its strategic plan, the annual performance plan and the operational plan. Provide technical advice and support to the Office in the development of its plans including the setting of appropriate indicators, targets and standards. Inculcate a culture of integrated planning and monitoring for outcomes within the PSC. Coordinate and manage the development, review and approval of the Annual Report, Annual Report to Citizens and the Service Delivery Improvement Plan. Analyse performance information and develop high-level reports with key findings and recommendations on remedial measures. Manage the performance information auditing processes. Develop policies, systems and tools for effective planning, monitoring, evaluation and reporting.

ENQUIRIES

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