

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of this post. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 14 June 2021
- NOTE** : 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); certified copies of qualifications and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) 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 with the Director-General within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.
ERRATUM: Please note that the post of Director: Risk and Ethics Management with Ref No: DPSA 14/2021 advertised in Public Service Vacancy Circular 18 dated 21 May 2021 with the closing date of 07 June 2021 has reference. The applications should ONLY be posted or hand delivered to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered to 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered. Applicants should kindly disregard applying online (www.ejob.gov.za). Applicants who have already applied by post or hand delivery need not to re-apply, as their applications will still be considered. We apologise for any inconvenience caused. Enquiries: Mr. B.W. Malaza Tel No: (012) 336 1644

MANAGEMENT ECHELON

- POST 19/55** : **DEPUTY DIRECTOR-GENERAL: NEGOTIATIONS, LABOUR RELATIONS AND REMUNERATION MANAGEMENT REF NO: DPSA 15/2021**
- SALARY** : R1 521 591 per annum (Level 15), (An all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria

- REQUIREMENTS** : Qualifications: A Senior Certificate, Undergraduate qualification and a Post Graduate Qualification (NQF L.8) as recognized by SAQA. A minimum of 8 years' experience at a Senior Managerial level and a minimum of 10 years' proven experience in Labour Relations and/or wage/salary negotiations related fields. A proven track record of Policy and Strategy Development in areas of Remuneration and Conditions of Service will be required. Knowledge and Experience: Knowledge of the Constitution, Public Service Act and Related Regulations, Public Administration Management Act and Related Regulations, Government Planning and Reporting Frameworks, Medium Term Strategic Framework. Government's Labour Relations and Human Resources Prescripts, Intergovernmental relations. Skills: Problem solving, decision making, diversity management, communication and information management, interpersonal relations, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment.
- DUTIES** : Manage and oversee the development and implementation of prescripts (policies, norms and standards), strategies, processes and systems on Organizational Development, Job Grading, Organisational Design and Macro-Organising of Government, Remuneration Management, Employment Conditions of Service and Labour Relations. Manage and oversee Negotiations, Collective Bargaining and Dispute Management on Public Service Conditions of Service at the Public Service and the General Coordination and the General Public Service Sectorial Bargaining Councils Manage all the operations, systems and processes of the branch. Provide strategic leadership and advice within the department and to external stakeholders. Oversee the planning, reporting and compliance matters of the Programme/Branch Negotiations, Labour Relations and Remuneration Management including the Strategic, Annual Performance and Operational Plans the related reporting requirements, assess the risks to the department and ensure that the risks are managed and mitigated. Oversee the monitoring and evaluation of legislation administered or initiated by the Minister for the Public Service and Administration. Promote and Coordinate inter and intra-government relations: Participate and represent the department in various forums, Work collaboratively with entities within the Portfolio of the Ministry for Public Service and Administration (MPSA), other organs of state and all stakeholders, Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions, Participate in the Public Administration structures and other relevant for a, Ensure effective utilisation and management of the resources of the Programme Branch including budgets, performance contracting, personal development and performance assessment of staff in line with the Performance Management and Development System.
- ENQUIRIES FOR ATTENTION** : Ms. Karien Beckers Tel No: (012) 336 1570
: E-mail to advertisement16@dpsa.gov.za
- POST 19/56** : **DIRECTOR: DISCIPLINE MANAGEMENT REF NO: DPSA 16/2021**
- SALARY** : R1 057 326 per annum (Level13), (An all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) 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, a Degree in Labour Law or an appropriate equivalent qualification at NQF level 7. Minimum of 5 years managerial experience at senior/middle management level and 6 years in the field of Ethics and/or Labour Relations and/or Anticorruption. Sound knowledge of the Public Service legislative framework, Government legislative framework, Government programs such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government, knowledge of public service policy framework and development processes. A self-driven individual in a possession of the following technical skills and competencies: policy development, analysis, Labour Relations, Program and project management, Monitoring and Evaluation, problem solving, decision making and conflict management, report writing and computer literacy.

- DUTIES** : Manage the development of prescripts for Discipline Management related to misconduct. Manage the provision of support for the implementation of Prescripts by National and Provincial Departments through the Provision of Technical Advice, Support and Capacity Building. Manage the Monitoring of compliance by National and Provincial Departments and other relevant institutions. Manage the undertaking of evaluation and impact studies .Manage the operations, systems and processes of the Directorate. Manage the development of Prescripts for Public Administration Ethics, Integrity and Conduct Disciplinary Matters relating to Misconduct. Conduct monitoring and evaluation and coordinated interventions to support the implementation of and compliance to the prescripts, norms and standards for disciplinary matters relating to misconduct in the public administration. Provide technical assistance, and institutional support and interventions .Manage the provision of support for the implementation of prescripts by National and Provincial Departments through the Provision of Technical Advice, Support and Capacity Building. Manage the monitoring of compliance by National and Provincial Departments and other relevant institutions. Manage the undertaking of evaluation and impact studies. Manage the operations, systems and processes of the Directorate.
- ENQUIRIES FOR ATTENTION NOTE** : Mr. Salomon Hoogenraad-Vermaak Tel No: (012) 336 1281
 : E-mail to advertisement17@dpsa.gov.za
 : This post was advertised in PSVC NO 14 of 2020 (Post Number 14/34). Persons that applied for the post previously do not have to re-apply, as their applications will still be considered.

OTHER POST

- POST 19/57** : **DEPUTY DIRECTOR: HOUSING SCHEME ADMINISTRATION REF NO: DPSA 17/2021**
- SALARY** : R733 257 per annum (Level 11), (An all-inclusive remuneration package). Annual progression up to a maximum salary of R863748 per annum 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 Bachelor Degree qualification in Public Service Administration, Public Policy, Human Resource Management, Business Administration, Employee Benefits Administration or related equivalent qualification at NQF level 7. Minimum of 3 years' relevant experience at a Middle Management level. Knowledge of public service administration and management, strategic management, human resource Management, financial management, supply chain management, public service administration and management. Managerial skills: Strategic Planning and Management, Employee Benefits Administrations, Human Resource Management, Financial Management, Supply Chain Management. Generic Skills: Strategic thinker, interpersonal relationship skills, computer literacy, presentation skills, exceptional report writing skills, ability to prepare graphs and charts, problem solving, innovative, confident, professional, team player. Technical skills: verbal and written communication skills, including report writing, computer literacy, ability to work independently and as part of a team.
- DUTIES** : To manage the housing allowance administration. Administer the Individual-Linked Savings Facility (ILSF). Manage customer data and needs analysis including preparation of housing demand lists and reports. Train and capacitate human resource units of government departments to implement housing allowance policy, PSCBC resolutions, determinations directives and codes. Manage the resolution of queries, complaints and disputes around the administration of the housing allowance.
- ENQUIRIES** : Ms. Kelly Mkhonto Tel No: (012) 336 1371