

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.

- 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** : 28 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. Note: 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/>.

MANAGEMENT ECHELON

- POST 21/41** : **DIRECTOR: INFORMATION MANAGEMENT REF NO: DPSA 18/2021**
- SALARY** : R1 057 326 per annum (Level 13), (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** : A Senior Certificate, an appropriate B. Degree in Data Science, Information Management, Information Science, Information Technology, Information Systems, Computer Science, mathematical sciences or equivalent qualification at NQF 7. A certificate in any of the DAMA areas is highly recommended or a certificate in information management and or TOGAF. A pre-entry certificate for SMS must be completed before an appointment can be considered. Minimum of 5 years' at a Middle/Senior Management level. At least a minimum 8 years appropriate experience in Data and or Information Management and or information architecture environment. Sound knowledge of the 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 and sound understanding of operations

management. Technical Skills: Policy Development, Information Architecture, Data Analysis, Data Mining, Data and or Information Archival theory and practice. Managerial Skills: Planning for data and or information acquisition/ collection, strategies and or approached to ensure data quality, metadata management. Knowledge of Data Management Body of Knowledge (DAMA-DMBOK), Using data for decision making and planning (inclusive of policy development), development of best practice data and or management practices and procedures for an organization. Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

DUTIES

: Manage the development of framework(s), norms and standards for effective and efficient management of data and or information in the Public Service. Manage the provision of support towards the implementation of the data/ information management framework(s), norms and standards in the Public Service. Manage awareness creation towards data and or information management in the Public Service. Manage and monitor implementation as well as compliance to the framework(s), norms and standards. Manage all the Operations, System and Processes of the Directorate.

ENQUIRIES

: Mr. Mandla Ngcobo Tel No: (012) 336 1421