

## 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.*

<b><u>CLOSING DATE</u></b>	:	16 August 2021
<b><u>NOTE</u></b>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">www.dpsa.gov.za/dpsa2g/vacancies.asp</a> .”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); copies of qualifications and Identity Document and driver’s license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa. All shortlisted candidates for post/s will be subjected to a technical exercise that intend to test relevant technical elements of the job, 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 within 3 months of appointment, as well as be required to undergo a security clearance within one month of appointment.

## OTHER POSTS

<b><u>POST 26/90</u></b>	:	<b><u>DEPUTY DIRECTOR: PA FUNCTIONALITY AUDITS REF NO: DPSA 21/2021</u></b>
<b><u>SALARY</u></b>	:	R733 257 annum (Level 11), (An all-inclusive remuneration package). Annual progression up to a maximum salary of R863 748 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.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate on NQF level 4, a Degree in Public Administration or equivalent qualification at NQF Level 7. Minimum 3 years 1 <sup>st</sup> level middle management (ASD level) experience. Minimum 5 years appropriate experience. Thorough understanding of the Public Service (PSA) and Public Administration & Management (PAMA) Legislative and policy framework, Government programs such as the National Development Plan, MTSF Strategic Priorities of Government, Knowledge of public service policy framework and development processes. Problem Solving, Decision Making, Facilitation, Negotiation; Presentation; Report Writing and Computer Literacy skills. Managerial Skills: Managerial skills: Program and project management; Human Resource; Management; Stakeholder Management and Intergovernmental Relations; Planning and organizing. Technical Skills: Policy Development and analysis; Institutional development, Design of M&E tools and systems and Monitoring and Evaluation. Ability to work independently and in a team; Good interpersonal relations; Initiableness; Openness and Transparency; Good communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	To manage and ensure the conducting of Functionality Audits of Skills, Systems, Processes. Implement functionality audits of skills, systems and processes in government institutions. Provision of Implementation Support. Monitoring and Evaluation Processes. Functionality audits of skills, systems, processes conducted in government institutions to measure functionality of Institutions and reports with recommendations systems for improvements submitted to the institutions. Develop and maintain systems and tools to conduct

		functionality audits. Provide technical support and advice to institutions to address the gaps and identify weaknesses through the audits.
<b><u>ENQUIRIES</u></b>	:	Mr. Godfrey Maphanga Tel No: (012) 336 1240
<b><u>APPLICATIONS</u></b>	:	E-Mail To: <a href="mailto:advertisement20@dpsa.gov.za">advertisement20@dpsa.gov.za</a>
<b><u>POST 26/91</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC ADMINISTRATION NORMS AND STANDARDS PROMOTION AND EVALUATION REF NO: DPSA 22/2021</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11), (An all-inclusive remuneration package). Annual progression up to a maximum salary of R863 748.00 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.
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate on NQF level 4, an appropriate B. Degree in Public Administration or equivalent qualification at NQF level 7. Minimum of 3 years' experience at a middle management level. Minimum 5 years appropriate experience. Thorough understanding of the Public Service (PSA) and Public Administration & Management (PAMA) Legislative and policy framework (PSA), Government programs such as the National Development Plan, MTSF Strategic Priorities of Government and the National Evaluation System of Government Knowledge of public service policy framework and development processes. Problem Solving, Decision Making, Facilitation, Negotiation; Presentation; Report Writing and Computer Literacy skills. Managerial Skills: Program and project management; Human Resource; Management; Stakeholder Management and Intergovernmental Relations; Planning and organizing. Technical Skills: Policy Development and analysis; Institutional development, Design of Evaluation tools and systems for Monitoring and Evaluation. Ability to work independently and in a team; Good interpersonal relations; Imitativeness; Openness and Transparency; Good communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	To Develop and implement Prescripts for the promotion and evaluation of the Appropriateness of Public Administration Norms and standards and their basis of measurement as determined by institutions. Develop criteria for evaluation of the appropriateness of PA Norms and Standards as developed by institutions. Develop and institutionalise strategies for the promotion of compliance to PA Norms and Standards developed and implemented. Support the development and implementation of frameworks, Structures and Processes for setting and promotion of Public Administration standards from regulatory norms. Provision of Implementation Support. Monitoring and Evaluation Processes. Provide quarterly and periodic reports to advise the Minister
<b><u>ENQUIRIES</u></b>	:	Mr. Kuben Govender Tel No: (012) 336 1581
<b><u>APPLICATIONS</u></b>	:	E-Mail To: <a href="mailto:advertisement21@dpsa.gov.za">advertisement21@dpsa.gov.za</a>
<b><u>POST 26/92</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC ADMINISTRATION NORMS AND STANDARDS EVALUATION REF NO: DPSA 23/2021</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11), (An all-inclusive remuneration package) Annual progression up to a maximum salary of R863 748 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.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate on NQF level 4, an appropriate B. Degree in Public Administration or equivalent qualification at NQF level 7. Minimum 3 years' experience at 1 <sup>st</sup> level middle management (ASD level). Minimum 5 years appropriate experience. Thorough knowledge and understanding of the Public Service (PSA) and Public Administration & Management (PAMA) Legislative and policy framework, Constitution of the Republic of South Africa. Government programs such as the National Development Plan and the National Evaluation System of Government. Knowledge of public service policy framework and development processes. Managerial Skills: Problem Solving, Decision Making, Stakeholder management and coordination, Negotiation; Strategic thinking and leadership, Presentation; Analytical skills, Interpersonal

relations, Team work, Ability to maintain Confidentiality, Financial management, Project and program and Computer Literacy skills, Research and time managements skills. Statistical and data analysis and reporting using Statistical packages such as SAS, SPSS, etc., Theory of Change; Logical Models;; Stakeholder Management and Intergovernmental Relations; Planning and organizing, Change management and Written and verbal communication .Generic Skills: Problem Solving, Decision making, Diversity management Communication and information management Interpersonal relations Facilitation Negotiation, Presentation Report Writing, Computer Literacy and Conflict management skills. Technical skills: Service Delivery theory and practice, Norms and Standards Evaluation and report writing.

**DUTIES**

: Develop and implement Prescripts (Policies, Norms and Standards, Frameworks, Guidelines, etc.) for the evaluation of Public Administration norms and standards; Maintain a repository of PA Norms and Standards evaluations and research reports and provide implementation support to departments; Develop and implement measurement instruments/tools for Public Administration Norms and Standards evaluation. Develop and maintain a database of Norms and Standards and assess evaluation needs; Develop and monitor a Multi-year evaluation plan (5yr) for prescribed Norms and Standards. Develop and monitor communication Plan to disseminate evaluation findings and improvement plans. Provide technical and implementation support to Departments.

**ENQUIRIES**

: Ms Mamotladi Ivy Matloga Tel No: (012) 336 1626

**APPLICATIONS**

: E-Mail To: [advertisement22@dpsa.gov.za](mailto:advertisement22@dpsa.gov.za)