

## 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, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za
- CLOSING DATE** : 14 January 2022, 10h00.
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The successful candidate will be required to obtain a top secret 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. 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. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. 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](http://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 44/48** : **CHIEF DIRECTOR: GOVERNANCE MONITORING REF NO: CD: GM/11/2021**
- SALARY** : R1 251 183 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's profile: The successful candidate must have an appropriate SAQA recognized Bachelor's Degree or equivalent qualification (NQF level 7) in the field of Public Management, Public Administration, Social Sciences or Law. A relevant post graduate qualification will be an added advantage. 5 years' relevant experience in a senior management post. Extensive experience in evaluation, development of, transformation or reform of, advising on public administration policy, practice, processes, systems, organisation and management. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Strong research and research supervision skills. 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. Financial Management skills. 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. Excel, Word and PowerPoint. A Valid Driver's License (with exception of disabled applicants).

**DUTIES**

: Conduct evaluations of the state of the public service against the principles governing public administration in section 195 of the Constitution. These can include programme evaluations, institutional evaluations (of departments or units within departments) or evaluations of specific public administration practices and processes, whether on operational level or management level or at the political-administrative interface. Produce an Annual State of the Public Service report. Produce a report in respect of Section 196 4 (e) of the Constitution. Provide a diagnosis of key systemic issues affecting the performance of the public service and develop solutions (in the form of normative statements and guidelines) to key problems hampering the performance of the public service. The performance criteria are all nine principles in section 195. The areas of focus are all public administration processes and practices that fall under the nine principles. Develop and maintain a data warehouse containing data sets for indicators of the performance of the public service and any data showing trends in the performance of the public service. Ensure that the performance targets of the component are achieved. Manage resources efficiently and effectively in accordance with Public Service policies and prescripts

**ENQUIRIES**

: Ms I Mathenjwa Tel No: 012 352 1109

**POST 44/49**

: **CHIEF DIRECTOR: PROFESSIONAL ETHICS REF NO: CD/PE/12/2021**

**SALARY**

: R1 251 183 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's profile: An experienced person with an appropriate recognized Bachelor's degree or equivalent qualification (New NQF Level 7) in Public Management, Social Sciences or related field. A Postgraduate qualification (New NQF Level 8 and above) with courses relevant to the area of Workplace Ethics and Certification as Ethics Officer will be an added advantage. 5 year's experience at a Senior Management level in the field of Professional Ethics. Proven experience in applied research, monitoring and evaluation. Experience in project management. Organisational skills. Report writing skills. Proven experience in and knowledge of handling legal, administrative and ethical practices, corporate governance and financial management. Knowledge of the latest trends and initiatives in ethics. Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint. 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. A Valid Driver's License (with exception of disabled applicants).

**DUTIES**

: Manage the Office's support to the Commission to perform its oversight function as it relates to the promotion of a high standard or professional ethics in the Public Service. Manage and strategically advise the Commission on ethics research and ethical infrastructure of the Public Service. Manage and strategically advise the Commission on Financial Disclosure Framework and Public Service Integrity Management Framework. Manage and strategically address the ethics research agenda of the Commission. Manage and strategically advise the Commission on the overall management of the National Anti-Corruption Hotline and Case Management System. Manage and provide strategic leadership to the Chief Directorate. Manage and strategically assess compliance issues and identify trends in the public service to advise the Commission.

**ENQUIRIES**

: Mr Matome Malatsi Tel No: 012 352 1073