

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, or you can email your application to recruitment@opsc.gov.za
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 18 February 2022, 15h45
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at 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. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POSTS

- POST 03/73** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DD/FM/01/2022**
- SALARY** : R744 255 per annum (Level 11)
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : A 3-year National Diploma (NQF6) / Degree (NQF7) with a major in Accounting/ Financial Accounting/ Cost and Management Accounting up to third year level. 3-5 years at supervisory/management (ASD) level. An added advantage is a registration with any accounting professional body. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations. Modified Cash Standard (MCS) and Accounting Manual for Departments and Financial Management. Knowledge of other Public Service procedures and prescripts applicable to your area of work. Ability to interpret and apply financial policies.

Computer literacy (Microsoft Excel and Word). Sound organizing and planning skills. Good communication skills (written and verbal). Knowledge of BAS, Safety Web, LOGIS and PERSAL systems. Strong ability to manage a diverse group of individuals.

DUTIES : Manage the financial accounting and bookkeeping functions. Maintain the ledger accounts including the management, reconciliations and clearing of all suspense accounts. Responsible for the reconciliation and management of the Department's bank accounts, including the PMG account. Cash flow management and reporting. Perform the month-end and year-end closure processes and reporting requirements. Manage the entity maintenance function. Manage the maintenance of financial batches. Administer and implement revenue management system. Administer and implement salary system. Manage the management accounting functions. Manage compilation of MTEF, AENE and ENE Budget Processes. Develop, review, monitor and implement financial policies, procedures and internal controls. Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements.

ENQUIRIES : Ms NP Vutuza Tel No: (012) 352 1168

POST 03/74 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: ASD/LR/01/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate profile: A relevant recognised three-year National Diploma/Bachelor's Degree/Advance Diploma in Labour Relations, Industrial Relations and Human Resources (NQF Level 6/7). Minimum 3 to 5 years' experience in Labour Relations Officer of which 1 year on supervisory level. Clear knowledge and understanding of Public Service Act, Public Service Regulations, Labour Relations Act, and Relevant MPSA Directives and Determination, Advance knowledge of Departmental Policies and Procedures, Advance knowledge in Policy Development Practices, ability to understand, interpret and apply Policy initiatives emanating from Government and linking it to Labour Relations. Ability to work independently and as part of a team. Ability to work under pressure and meet deadlines. Demonstrated ability to maintain objectivity. A Valid code 08 driver's licence and a willingness to travel (with exception of disabled applicants). Computer skills in MS Office Suite (Ms Word, Excel, PowerPoint). Basic numeracy Skills, Good analytical skills, Good written and verbal communication Skills, Negotiating and influencing skills, Problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking. Conduct and/or support the promotion of the CVPs.

DUTIES : The successful candidate will be responsible for: the following Key Performance Areas: Monitor and evaluate the implementation of and compliance with collective agreements as well as agreements reached with trade unions within the department. Handle General Public Sectoral Bargaining Council (GPSSBC) and Commission for Conciliation, Mediation and Arbitration purposes. Ensure/draft information memos of the resolutions and decisions taken by the Collective Bargaining Forum to employees. Co-ordinate, administer and facilitate Departmental Bargaining Chamber (DBC) and multilateral meetings as well as represent the Department in the DBC. Handle grievances and misconduct cases as well as incapacity investigations for poor work performance and ill-health in line with applicable PSCBC resolutions, policies and procedures. Develop, implement maintain policies (including workshops, capacity building programmes and training) on employment relations and collective bargaining matters and ensure compliance thereof.

ENQUIRIES : MS MM Mahuma Tel No: 012 352 1072