

## 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 February 2022
- 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](http://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); 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

- POST 05/78** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: DPSA 07/2022**
- SALARY** : R882 042 per annum (Level 12), (an all-inclusive remuneration package Annual progression up to a maximum salary of R1 038 999 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** : Pretoria
- REQUIREMENTS** : An appropriate 3 year qualification in Social and or Economic Sciences, Development Studies, Monitoring and Evaluation, Statistics and Research at NQF level 7. Minimum of 2 years’ relevant experience at 1<sup>st</sup> level /middle management (ASD level experience). Minimum 3-5 years demonstrated knowledge of and experience in applying monitoring and evaluation principal. Knowledge of Constitution of the Republic of South Africa, Public Service (PSA, PSR) and public administration (PAMA) legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government, Knowledge of ethics and integrity management standards and good practices. Managerial Skills: project management, decision making, problem solving, written and verbal communication, stakeholder management and coordination, analytical skills, interpersonal relations, teamwork and research. Generic Skills: Diligent, open to new ideas and innovative. Technical Skills: Ethics, integrity and discipline management, monitoring and evaluation, data base design and management,

		knowledge and information. Generic Skills: diversity management, facilitation, negotiation, presentation, report writing and computer literacy.
<b><u>DUTIES</u></b>	:	To develop and maintain credible data collection and management systems including forms and registers related to ethics, integrity and discipline such as disclosure of financial interest, disciplinary cases and protected disclosures. To participate in the process of collecting data and develop implementation monitoring reports such as the implementation of the guide on lifestyle audits. To conduct monitoring and evaluation with all relevant institutions on the implementation and compliance to the prescripts, norms and standards for the management of ethics, integrity and disciplinary matters relating to misconduct in the public administration. To conduct monitoring and evaluation studies in order to enhance performance of the Public Administration Ethics, Integrity and Disciplinary Technical Assistant Unit.
<b><u>ENQUIRIES</u></b>	:	Mr. Isaac Kabini Tel No: (012) 336 1237
<b><u>POST 05/79</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYMENT MANAGEMENT REF NO: DPSA 08/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09). Annual progression up to a maximum salary of R 450 255 per annum is possible, subject to satisfactory performance.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Human Resources Management/ Public Management/Social Sciences or equivalent qualification at NQF level 6 within the field mentioned above. Minimum of 3 years' technical experience in Human Resource Management practices and policy development. Minimum of 2 years' supervisory experience in Human Resource Management practices and policy development. Generic skills: Good Interpersonal Skills; Good communication (written and verbal); Team oriented; Critical thinker and good analytical skills; Good Planning skills Good Problem solving, Stakeholder management and coordination, Confidentiality, Research skills, Technical Skills: Critically analyse data; advanced understanding of policy implementation dynamics; Management of areas of projects. Knowledge of theories, governmental policies and approaches pertaining to Human Resource practices; Knowledge of the laws, regulations and practices applicable to human resources in the Public Service; Good knowledge of the principles, techniques and processes involved in project management and work organization. Willing to work long hours. Ability to work under pressure and within stringent time constraints.
<b><u>DUTIES</u></b>	:	To provide advisory services to department, management and the Minister on Human Resource Policies and Employment practices. Undertake research into best practices and trends pertaining to HR Policies specifically in the functional area of Employment. Assess effectiveness of the existing prescripts and provide support for policy development and maintenance. Compile reports and submissions to management and the Minister in terms of the practice of Employment. Oversee the advertisement of Public Service Vacancy Circular which is a publication issued every week for the placement of advertisements in the Public Service.
<b><u>ENQUIRIES</u></b>	:	Ms. R Singh Dastaghir Tel No: (012) 336 1241