

CENTRE FOR PUBLIC SERVICE AND INNOVATION

The CPSI is a National Government Component established as Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI is a solution-focused effective and efficient public sector government component playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in the public service through unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions – Providing the Minister (and her portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service transformation and reform. Creating an enabling environment that nurtures, supports and encourages innovation within the structures and agencies of the South African Government, initiating, implementing and managing self-sustainable innovation projects in partnership with the private sector and other relevant stakeholders, implementing special projects that are mandated by the Minister from time to time.

- APPLICATIONS** : Quoting reference number must be addressed to Ms. Tshepo Buthelezi. Email To: Recruitment@cpsi.co.za (All documents must be attached in a pdf format). Hand Deliver To: Centre for Public Service Innovation, 546 Edmond Street, Batho Pele House, Heritage Building, Arcadia, Pretoria, 0007. (Applications without the necessary documentation will not be considered).
- CLOSING DATE** : 01 April 2022 @ 15h00 (Faxed applications will not be considered).
- NOTE** : It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 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 record, citizen verification, financial records, qualification verification, and applicants could also 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 of five years and a performance agreement with the Minister for the Public Service and Administration within 3 months of appointment, as well as completing a financial interests' declaration form within one month of appointment. CPSI reserves the right not to fill the below-mentioned post.

MANAGEMENT ECHELON

- POST 09/13** : **EXECUTIVE DIRECTOR: CENTRE FOR PUBLIC SERVICE INNOVATION REF NO: 0001/2022**
Five Year Contract
- SALARY** : R1 544 415 per annum, (all-inclusive salary package) comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE REQUIREMENTS** : Pretoria (Arcadia)
A Senior Certificate, an Undergraduate Qualification and a post graduate qualification (NQF level 8) as recognised by SAQA and Nyukela SMS pre-entry certificate. At least 8 to 10 years' relevant experience at a Senior Management Level of which at least 3 years must have been with any organ of State, as defined in the Constitution, Act 108 of 1996). Experience in serving as EXCO member. Experience in managing public sector innovation. Sound understanding of the National System of Innovation and National Development Priorities. Knowledge

DUTIES

and Experience: Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act (PFMA), Public Administration Management Act (PAMA). Knowledge of the National Development Plan (NDP), Advanced Knowledge and experience in Public Administration and Public Management, Knowledge of the Auditor General's prescripts, Advanced Knowledge and experience leading and managing an innovative institution or a programme, Extensive knowledge and experience in policy research, policy analysis and/or policy development. A proven track record in conducting monitoring, evaluations or impact studies. Advanced knowledge of government's Human Resource and Labour-related legislation. Advanced experience in establishing and managing complex relationships and partnerships. Computer literacy. Core Competencies: Strategic capability and leadership, Programme and project management, advanced financial management skills, Innovation, Knowledge Management, Change management, People Management and Empowerment. Personal Profile: Proactive individual with good verbal and written communication skills. Innovative, creative and futuristic thinking capabilities. Ability to communicate with internal, external and International partners. Attention to detail and quality. A self-starter and willing to work under pressure, with tight deadlines and long working hours. Ability to communicate and present to all legislative structures of the public service. Good interpersonal skills, analytical skills, initiative and teamwork. Self-driven and agile.

: Serve as the Accounting Officer/Head of Department in line with the requisite legislative and regulatory prescripts. Drive the culture and practices of innovation in the public service to improve service delivery. Monitor that the CPSI adheres to the government's regulatory prescripts. Oversee the development of, and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control. Manage implementation of the departmental memoranda of understanding (MoUs) and service level agreements (SLAs). Ensure that the CPSI has the required systems to track, monitor, and report its performance to the Minister for the Public Service and Administration (MPSA) and other oversight structures and control points. These include the Audit and Risk Committee (ARC), Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME). Implement the resolutions of the ARC. Manage the timely resolution of audit findings and attainment of clean audit outcomes and fulfil all other responsibilities delegated by legislative prescripts and the Executive Authority. Lead and manage the planning processes, development and implementation of the departments' plans, programmes and services. Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the Department's mandate and Government Priorities. Assess the risks to the Department and ensure that the risks are managed and mitigated. Oversee the development, implementation, monitoring and evaluation of legislation administered or initiated by the MPSA in line with the mandate of the Minister, including, but not limited to, service delivery improvement, organisational development, conditions of service, Information Communication and Technology (ICT), integrity, ethics, conduct and anti-corruption and public administration transformation and reforms for the effective and efficient delivery of the Department's services to its service beneficiaries. Provide leadership for the effective and efficient management and administration of the Department. Develop and review the departmental organisational structure. Manage the overall operations and resources of the Department. Oversee the implementation of the Departmental Performance Management and Development System and maintain harmonious labour relations. Drive equity and transformation programmes. Provide technical and administrative support to the Ministry. Provide the Minister with sufficient and necessary information to enable her to execute her responsibilities and to make informed decisions on innovation in the public service. Serve as the interface between the Minister and external stakeholders and partners and between the Executive Authority and the Department. Promote and co-ordinate inter and intra-government relations. Work collaboratively with entities within the Portfolio of the MPSA, other organs of state and all stakeholders. Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions. Participate in the relevant government structures and other fora and any other structure as directed by the Minister. Ensure the

domestication of international instruments on innovation and other instruments relevant to the mandate and work of the CPSI. Manage the performance of staff reporting directly to the Executive Director. Manage the personal development of staff and assess performance in line with the performance management and development system.

ENQUIRIES

: Ms. Tshepo Buthelezi Tel No: 012 683 2817