

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.

- APPLICATION** : 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** : 11 April 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 .”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 11/38** : **DEPUTY DIRECTOR: EMPLOYMENT MANAGEMENT REF NO: DPSA 10/2022**
- SALARY** : R882 042 per annum (Level 12). (An all-inclusive remuneration package) Annual progression up to a maximum salary of R1 038 999 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 REQUIREMENTS** : Pretoria.
: An appropriate NQF 7 qualification in the human resources, organisational development or labour relations fields, Minimum of 3 years’ experience at a junior management level/supervisory level. 5 years technical experience in human resource management practices related to career management and recruitment as well as policy development. Must have effective Strategic thinking, Project management, Team Leadership, Conflict Management and Methodologist. Very good written and verbal communication, analytical thinking, research, managing interpersonal conflict and problem solving and policy development skills. Ability to apply information technology and communication management. Proven policy development experience. Advanced knowledge of theories, governmental policies and approaches pertaining to human resource practices. Thorough knowledge of the laws, regulations and practices applicable to human resource practices in the Public Service, in particular – Public Service Act, 1994 (as amended); Public Service Regulations, 2016; The Constitution, 1996; Employment Equity Act, 1998; Basic Conditions of Employment Act, 1997; Skills Development Act, 1998; SAQA Act, 1995; Promotion of Administrative Justice Act, 2000; Access to Information Act, 2000; Labour Relations Act, 1995; Senior Management

- Service Handbook; Executive Protocol: Principles and procedures for the employment of HoDs and DDGs nationally; Relevant collective agreements with organised labour; various White Papers; MPSA directives and determinations. DPSA policies and prescripts related to Employment in the Public Service.
- DUTIES** : To develop policies, render advice and review such policies pertaining Employment Management in order for effective attraction, retention and termination of service of personnel (including Heads of Department), i.e. levels 1 to 16. To conduct research, develop and maintain policies and practices pertaining to the Employment Management. Render clear and accurate advice on the career incidents/practices to stakeholders in terms of advertising; recruitment; selection; appointment; employment contracts; probation; deployments/secondments/transfers; extension/expiry of contracts; retention; terminations/re-determinations amongst other linked processes to Employment Management; Building capacity by providing training/ conducting workshops on the policies, practices and systems related to the Employment management; Monitoring and evaluation of policies and conducting of related research and analysis; Provide comments on Employee Initiated Severance Package (EISP) applications; Provide comments to MPSA on Cabinet Memoranda dealing with the appointment of HoDs/DDGs (including extension of contract of HoDs) and related correspondence/actions; Manage a national/ provincial HoD database; Render functional and administrative support; the Minister for the Public Service and Administration, Deputy Minister, Director-General, the Director: Employment Management and other Units in DPSA as and when required. Prepared to work in a high pressure environment.
- ENQUIRIES** : Ms. R. Singh Dastaghir Tel No: (012) 336 1241
- POST 11/39** : **ASSISTANT DIRECTOR: ESTABLISHMENT REF NO: DPSA 11/2022**
- SALARY** : R382 245 per annum (Level 9). Annual progression up to a maximum salary of R450 255 is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Pretoria.
An appropriate National Diploma in Human Resources Management/Public Administration / within the Humanities field or equivalent qualification at NQF level 6. At least six (06) years appropriate experience in Human Resource Management and Administration within the Public Service including Establishment Management. Sound knowledge of the Public Service Act, Public Service Regulations, PSCBC Resolutions, Labour Relations Act, HR Policy and Procedures, PFMA, PERSAL systems. Advanced Computer literacy. Excel, MS Word and PowerPoint. Strong organizational and leadership skills. Ability to work under pressure and within deadlines, Good communication skills (written & verbal) and managerial skills.
- DUTIES** : To maintain human resource and staff establishment information system, Management of PERSAL in the HR sphere (PERSAL Control), Maintain and monitor the compensation of employee costing model in collaboration with the financial management costing unit, Conduct an analysis of human resource information and produce reports to facilitate decision making in collaboration with other human resource units, Maintain database for recruitment of contract workers, Oversee the effective maintenance of documents in the HR registry and administer employment on contract, additional to the establishment
- ENQUIRIES** : Mr. Thabang Ntsiko, Tel No: (012) 336 1163
- POST 11/40** : **CHIEF PAYMENT OFFICER REF NO: DPSA 12/2022**
Re-Advertisement (Those who previously applied need not to re-apply)
- SALARY** : R321 543 per annum (Level 8). Annual progression up to a maximum salary of R378 765 is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate National Diploma in Public Administration/Management, Finance, Supply Chain Management or any other equivalent qualification at NQF level 6. One (01) year supervisory experience. Three (03) years' experience in Supply Chain Management environment, specifically procurement and payment Chain environment. Knowledge of Supply Chain Management Policies, practices, procedures framework and principles. Knowledge of Procurement Information Management System (Logis). Attributes: Analytical, Communication, Interpersonal Relations, Team Work, Initiative and Openness and transparent. Statutory requirements: PFMA and

associated Regulations, PPPFA and associated Regulations, B-BBEE Act and associated Regulations. Managerial skills: Strategic Management, Project Management, Developing others, Planning and organising and Team leadership. Generic skills: Client orientation and customer focus, Problem solving, Decision making, Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Report writing and Computer literacy

DUTIES : To render efficient and effective Supply Chain Management functions within the DPSA, in conformity with the requirements of the PFMA, PPPFA and Supply Chain Management Framework. Requisition Management and Administration: Maintain a register of all requisitions (Log1) received and the allocation thereof to RFQ personnel. Payment Administration: Maintain a central register of all invoices received and the allocation thereof to Payment personnel. Render Sub-System Controller function on Procurement Information System (LOGIS): Update Procurement Information System when necessary and accurate record keeping of amendments thereto. Management reporting.

ENQUIRIES : Mr. Michael Jackson Tel No: (012) 336 1189

POST 11/41 : **SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: DPSA 13/2022**
Re-Advertisement (Those who previously applied need not to re-apply)

SALARY : R321 543 per annum (Level 8). Annual progression up to a maximum salary of R378 765 is possible, subject to satisfactory performance.

CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma in Management Accounting or equivalent qualification at NQF level 6 in Finance. Minimum of three (03) years in Management Accounting with one (01) year supervisory experience. Sound knowledge of the Public Finance Management Act, Treasury Regulation, Practices and Procedures. Numerical, Financial Management and Analytical skills, Problem solving, Team work, Written and Verbal communication, Decision making, Knowledge of Basic Accounting System, Computer literacy, Excel, Ms word and PowerPoint.

DUTIES : To develop internal prescripts (Policies, Norms and Standards, Directives, Circulars, Framework and Guidelines) in line with departmental standards and submit for approval by the relevant authority. Conduct long term financial planning by compiling budgets in line with the National Treasury budget processes. Compile and implement monthly forecasts. Advise Programme and Responsibility managers with regard to allocation, additional re-allocation, approval of budgets and other budgetary matters. Monitoring and reporting on expenditure trends. Compile inputs to Interim, Annual Financial Statements and Annual Report. Develop systems to monitor and implement compliance of designed and maintained internal prescripts, systems and processes. Ensure monitoring is conducted and reported quarterly and evaluations annually. Escalate non-compliance to the Deputy Director: Financial Management. Manage subordinate within the sub-directorate

ENQUIRIES : Mr. Revolution Madingwane Tel No: (012) 336 1116.