

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** : 11 May 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. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified 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 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 completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

MANAGEMENT ECHELON

- POST 14/74** : **DIRECTOR: LEGISLATION REF NO: DPSA 13/2022**
- SALARY** : R1 073 187 per annum (Level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria
: A Senior Certificate and an appropriate B. Degree qualification of LLB or an undergraduate Degree in Law at a minimum of NQF level 7. A pre-entry certificate for SMS must be completed before an appointment can be considered. Registration as an attorney/advocate. Minimum of 5 years' at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in a Legal environment, including experience in legislative drafting and processing. Sound knowledge of the Constitution of the Republic of South Africa, Government's legislative frameworks, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations management. Knowledge of public administration and labour related legislation, drafting conventions applicable in South Africa and Legislative processes. Skills: Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and

information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

- DUTIES** : Manage legislative oversight and drafting/examining and analyses of Public Administration Legislation (technical quality, adherence to legislative best practice, consistency with the Constitution and other primary legislation), manage legal advice and support on legislative matters regarding public administration legislation all operations, systems and processes of the Directorate. All aspects (e.g. relevant documentation complied) for the parliamentary legislative process and legal instruments associated with the promulgation and commencement of legislation facilitated and managed. Bills drafted as required, Inputs on draft legislation relating to the public administration managed (Comments and inputs on draft bills coordinated) and impact of draft legislation on national and provincial departments and stakeholders determined for the Minister's information. Drafting/examining and analyses of regulations relating to the public administration. Review legislation administered by the Minister for Public Service and Administration. Provide guidance on internal policy development (policies, norms and standards, directives, circulars, frameworks and guidelines) for internal Legal Services developed in line with national policies/frameworks as required. Ensure all audit findings addressed by the approved due date. Ensure the Directorate budget completed and submitted by the stipulated due date. Ensure effective and efficient management of the budget achieved and maintained. Attendance of management structures of the Department and any other meetings as directed and participate in transversal task/project team and committees as require or nominated. Manage the performance agreements, probation reports, mid-year and annual reports submitted by the stipulated due dates.
- ENQUIRIES** : Ms. Renisha Naidoo Tel No: (012) 336 1006

OTHER POSTS

- POST 14/75** : **ASSISTANT DIRECTOR: INTERNAL MONITORING AND EVALUATION REF NO: DPSA 14/2022**

- SALARY** : R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 per annum is possible, subject to satisfactory performance.

- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma in Public Administration or Monitoring and Evaluation and Social Science or equivalent qualification at NQF level 6/7. At least minimum 3 years relevant experience in public sector, private sector or non-governmental sector. Minimum of 3 years of experience in the field of Strategic planning, project management, monitoring, evaluation and development of programme performance reports. Sound knowledge of the Public Finance Management Act (PFMA), PSR, National Treasury Regulation on departmental budgeting, DPME revised framework on strategic plans, annual performance plans and reporting. Managerial skills: Planning, monitoring and evaluation, knowledge of government planning and reporting cycles, and related regulations. Generic skills: client orientation and customer focus, problem solving and analysis, decision making, diversity management, communication and information management, report writing and computer literacy. Technical skills: Monitoring and evaluation, strategic formulation and planning, research, project management and change management.

- DUTIES** : To facilitate the provision of Internal Monitoring and Evaluation Services to the DPSA. Collect and collate reports from all Branches towards the development of Quarterly, Annual Reports of the Departments. Provide support with the facilitation of performance information sessions within the Department. To assist in development and implementation of Monitoring and Evaluation frameworks. To assist in development of M&E tools, guidelines and systems for reporting. To assist in development and design of evaluations guidelines for implementation of programmes, interventions and projects. To assist in coordination of management responses to audit findings on performance information. To support the coordination and facilitation of the department's strategic and operational planning process.

- ENQUIRIES** : Mr. Siyabulela Tshetu Tel No: (012) 336 1594

<u>POST 14/76</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND SERVICE DELIVERY IMPROVEMENT REF NO: DPSA 15/2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 per annum is possible, subject to satisfactory performance.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate National Diploma in Management Services, Operations Management, HRM, Industrial Psychology and Public Management or equivalent qualification at NQF level 6/7. A minimum of 3 years' relevant experience in Organisational Design and Service Delivery Improvement. Sound knowledge of the Organisational design process, ability to administer Batho Pele programme, proficient knowledge about: The White Paper on transformation of the Public Service, The Batho Pele White Paper, Batho Pele Revitalisation Strategy of 2004, Public Service Regulation, 2016 Part 3 Sec 36-38, The Code of Conduct and The Public Service Charter, Sound understanding of the Public Service Administration prescripts (PSA, PAJA, PAIA, EEA, BCEA) and knowledge of the Operations Management Framework. Attributes: Innovative and proactive, ability to gather and analyse information, ability to develop and apply policies, ability to work independently and in a team, good interpersonal relations, collect and interpret information and reports. Generic skills: client orientation and customer focus, problem solving and analysis, decision making, diversity management, communication and information management, facilitation and negotiation, report writing and computer literacy. Technical skills: Functional grouping and mapping, Work Study and Business process mapping, Job Evaluation, Diagnostic and analytical, Project management and coordination skills, Proficient in Business Modelling Tools, Business report writing and presentation.
<u>DUTIES</u>	:	Provide support in Departmental Organisational Design services. Provide support in the implementation of Operations Management Framework. Provide support in the development and implementation of the Service Delivery Improvement Plans (SDIP). Provide support in the institutionalization of Batho Pele Programmes. Facilitate the development of the Departmental Complaints/Compliments Policy and Procedure. Facilitate the development of the Departmental Service Delivery Charter and to facilitate the development of the Departmental Services Standards.
<u>ENQUIRIES</u>	:	Mr. Mpho Leshabane Tel No: (012) 336 1372