

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** : 03 June 2022, 15h30
- 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 16/97** : **DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT (X3 POSTS)**
- SALARY** : R744 255 per annum, all inclusive remuneration package. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Public Service Commission KwaZulu-Natal Provincial Office (Pietermaritzburg)
Ref No: DD/LRI/KZN/04/2022
North West Provincial Office (Mafikeng) Ref No: DD/LRI/NW/04/2022
Western Cape Provincial Office (Cape Town) Ref No: DD/LRI/WC/04/2022
- REQUIREMENTS** : Ideal candidate's profile: A recognized three year Bachelor's degree/ Diploma (NQF Level 6/7) in Labour Relations/ Law/ Public Administration/ Management

or equivalent qualification. 3-5 years experience, experience in labour relation, grievance resolution, legal interpretation and investigation research at supervisory (ASD) level. Legal Interpretation and Investigative Research. Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management. Essential knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Develop System and other related Public Service prescripts; experience in project management, research and monitoring and evaluation; experience in case management. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Computer skills in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook). Excellent report writing, verbal communication, as well as presentation skills. Commitment to working under sustained pressure and be self-motivated, results oriented and show initiative. Ability to work independently and in matrix teams Knowledge of people management. Possess a valid driver's license (with exception to people with disabilities) and be willing to travel extensively and ability to relate well with all levels of stakeholders.

DUTIES : Investigate grievances submitted to the PSC. Draft submissions with reasoning, findings and recommendations. Compile bi-annual grievance statistics on department grievance resolution in the Province. Maintain a database of grievances received, status of completion of grievances received and status of completion of grievances inappropriately lodged. Conduct research projects in assigned areas Conduct Labour Relations research projects in the Province. Conduct Labour Relations promotional events or the Commission's work in general in the Province. Attend to the administration of Grievance Panel sessions.

ENQUIRIES : Ms Pumziwe Kwanini - KwaZulu-Natal Office Tel No: 033 345 9997
Mr Lebogang Mautlwa - North West Office Tel No: 018 384 1000
Mr Paul Rockman – Western Cape Office Tel No: 021 421 3980

POST 16/98 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF: NO ASD/FR/04/22**

SALARY : R382 245 per annum (Level 09)
CENTRE : Public Service Commission House (Pretoria)
REQUIREMENTS : Ideal candidate's profile: A recognized three year Bachelor's degree/ Diploma (NQF Level 6/7) in with major in Accounting/Financial Accounting up to the third level. 3-5 years relevant experience in financial accounting. Added advantage is registration with any accounting professional body. Experience in preparing annual financial statements and interim financial statements in accordance with Modified Cash Standards and the Accounting Manual as issued by for departments as issued by the National Treasury. A Knowledge and experience in all the preparing PFMA Section 40 reports including internal and external reporting. Strong knowledge of accounting reporting standards. Knowledge of improving the system of internal control to ensure that both internal and external are reliable, accurate, error free and regulatory compliant. Extensive knowledge of Financial Prescripts in the public service [Public Finance Management Act, Treasury Regulations, Modified Cash Standards, The national Treasury Issued Accounting Manual and Treasury issued circulars (Instruction Notes, directives and guidelines), all general ledger accounts reconciliations, Supply Chain Management Budget and Expenditure Management in the Public service. Procurement, Government transversal financial systems (LOGIS, BAS and PERSAL) and processes. MS Office packages. Communications skills (Both written and verbal), Interpersonal skills. Report writing skills. Problem solving skills. Accounting and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Possess a valid driver's license (with exception to people with disabilities) and be willing to travel extensively and ability to relate well with all levels of stakeholders.

DUTIES : Compile reliable, accurate, error free and regulatory compliant monthly, interim and annual financial statements in line with Modified Cash Standards and National Treasury reporting requirements. Oversee all monthly compliance financial reporting requirements as per Section 40 of the PFMA and as issued

on National Treasury Practice Notes. Manage and record all fraud and loss cases reported. Perform BAS System Controller functions. Oversee the implementation of internal controls and propose corrective measures where necessary.

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

POST 16/99 : **OFFICE MANAGER TO THE DG REF NO: OMDG/03/2022**

SALARY : R382 245 per annum (Level 09)

CENTRE : Public Service Commission House (Pretoria)

REQUIREMENTS : Ideal candidate's profile: A National Diploma/Degree (New NQF Level 6/7) in the field of Office Management/ Public Administration or equivalent qualification. 5 years' experience in the public service of which at least four must involve providing support service to executive management or equivalent experience in a related field, including in the private sector. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Excellent interpersonal relations. Interact with stakeholders regarding events. Must have ability to arrange Visas, overseas travel and collection of information. Must have ability to manage meetings. Must have good Office Management skills and handle confidential matters and has integrity and trustworthy. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure. Must have project Management skills, Must have excellent organizational and planning skills and ability to work on multiple projects simultaneously, have effective oral and written Communication skills, have a sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Must have a valid driver's license. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVP's.

DUTIES : Provide support in: Provide support in: rendering effective strategic office administration and document management support to the DG. Provide Secretarial and personal assistant services to the DG. Oversee administration and provide secretarial support at the meetings of the Office of the DG. Manage and oversee logistics and the budget within the Office of the Director-General.

ENQUIRIES : MS LC Viviers Tel No: 012 352 1145

CLOSING DATE : 20 May 2022, 15h30 for Office Manager Post only.