

## 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** : 30 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](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 POST

- POST 17/187** : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION NORMS AND STANDARDS ENFORCEMENT AND COMPLIANCE REF NO: DPSA 16/2022**
- SALARY** : R744 255 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R876 705 per annum is possible, subject 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 B. Degree in Public Administration or equivalent qualification at NQF level 7 in the field. Minimum of 3 years’ experience at an Assistant Director level (ASD). Minimum 5 years appropriate experience. Must have the following competencies: Managerial skills, decision making, stakeholder management, change management, project and program management, research, diversity management, negotiation and facilitation, Generic problem-solving solving, decision making, interpersonal relations, presentation, report writing, computer literacy and conflict management, Technical skills: services delivery theory and practice, compliance & enforcement, monitoring and evaluation and systems design. Knowledge of the Constitution of the Republic of South Africa, Government legislation, Public Service legislative and policy framework, Government programs such as the NDP, Key strategic priorities of Government, and sound understanding of operations management.
- DUTIES** : To develop and implement prescripts, including enforcement response plans and enforcement orders, for the enforcement of the Public Administration norms and standards. To develop and implement prescripts, including compliance orders, for compliance to Public Administration norms and

**ENQUIRIES**

standards. Monitor and enforce compliance by departments and other relevant institutions, and assist with reporting to the MPSA. Provide technical and implementation support to institutions.  
: Mr. Kuben. Govender Tel No: (012) 336 1581