

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 : 27 June 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); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa 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 shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship 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 21/132 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: DPSA 18/2022**

SALARY : R744 255 per annum (Level 11), (an all-inclusive remuneration package) Annual progression up to a maximum salary of R876 705 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 Bachelor Degree in Industrial Psychology / Management Services / Operations Management or related equivalent qualification at NQF level 7. Minimum of 3 years' experience at an Assistant Director level (ASD). Minimum 3 years appropriate experience in the field of Organisational Development and Operations Management. Must have the following competencies: Constitution of the Republic of South Africa , Government legislative framework, Public Service legislative ,Managerial Skills: Decision making, Written and Verbal Communication, Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, Team work, confidentiality, Financial management, Human Resource Management, Research, Change Management, Project and program management, Generic Skills: Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Computer literacy, Conflict management, Technical (specialisation) skills: Policy Development, Organisational development, Job Evaluation & post provisioning, Operations Management framework, Service delivery planning , Monitoring and Evaluation.

DUTIES : Implement Organisational Development prescripts, policies, frameworks and guidelines. Provide Organisational Design and Job Evaluation Services.

Conduct Work Study and Workload Analysis. Conduct and facilitate Business Process Improvement initiatives (processes mapping, work methods improvement and standard operating procedures). Conduct Organisational Functionality Assessments (OFA) of department's internal systems and processes. Render employee engagement and change management services that will contribute to the organisational culture that is aligned to the vision and values of the department. Conduct on-boarding and exit interviews to contribute towards employee engagement and organisational behaviour interventions. Facilitate the development and implementation of the Service Delivery Model (SDM) and the Service Delivery Improvement Plan (SDIP), Facilitate the development of the Departmental Service Standards and Complaints /Compliments Policy and Procedure. Facilitate the development of Departmental Batho Pele Norms & Standards.

- ENQUIRIES** : Mr. Mpho Leshabane Tel No: (012) 336 1372
- POST 21/133** : **ASSISTANT DIRECTOR: INTERNAL KNOWLEDGE MANAGEMENT REF NO: 19/2022**
- SALARY** : R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma/degree in Information Science or Knowledge Management at NQF level 6. Minimum of three (03) years' experience in the area of knowledge and information management practices, electronic document management, change management and report writing. Managerial skills: Strategic planning processes, financial management skills, people management and Empowerment policy analysis and development Leadership skills. Knowledge: Knowledge of knowledge management frameworks, policies, practices, and procedures. Competencies: Promotes the vision, mission, and strategic goals of DPSA. Demonstrated capacity to promote knowledge sharing and knowledge products and systems. Skills: Knowledge of operating library's management applications (inmagic, Lexis Nexis and SABINET). Problem-solving, client orientation and customer focus, written and oral communication skills, excellent facilitation, computer literacy Ability to work under stress during peak workload periods.
- DUTIES** : To define, establish and develop knowledge management frameworks, knowledge management strategy and knowledge management policy. To promote and facilitate knowledge sharing in the department, To plan and coordinate regular knowledge management activities To ensure the alignment of knowledge management activities with the Departmental strategic goals. To supervise the administration and marketing of the library, Provision of an information service.
- ENQUIRIES** : Ms. Tandile Stuurman Tel No: (012) 336 1227
- POST 21/134** : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: DPSA 20/2022**
- SALARY** : R321 543 per annum (Level 08). Annual progression up to a maximum salary of R378 765 is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 03 year recognised tertiary qualification on NQF level 6/7 in Occupational Safety, Health and Environment Management. Minimum 3 years functional experience within OHS environment. Knowledge: Public Service regulatory framework, potentially hazardous materials or practices, Occupational Health and Safety Act and Regulations, Compensation for Occupational Injuries and Diseases Act (COIDA and Regulations, National Environmental Management Act (NEMA), Service delivery best practice/initiatives. Skills: People management, project management, diversity management, Assessment/ diagnostic, well-developed (Verbal and written) communication, programme marketing, problem solving, computer literacy, facilitation, presentation, coordination and monitoring, report writing, organisational, research. Attributes: Flexible & reliable, quality orientated, innovative, assertive, integrity, professionalism, conflict management, team building, and honesty.
- DUTIES** : Coordinate Health and Safety Management Systems in the Department, manage SHERQ duties, manage and coordinate SHE Representatives activities, manage Injury on duty and occupational disease. These include but

is not limited to: Drafting/reviewing departmental policies and standard operational procedures to guide the implementation of OHS Act & Regulations; Implementing the EHW Strategic Framework (on SHERQ matters); Interpreting and monitoring legislation, Initiatives and trends, determining relevance and impact on the DPSA and its clients; Conducting and reporting on safety inspections (as per regulations and procedure) and as directed; Identifying hazards and assessing risk to health and safety, and putting appropriate safety controls in place; filing and retrieving safety documents, reports and records, Coordinating and controlling, in conjunction with Facilities sub-directorate (including Total Facilities Management Company) the implications of policies and procedures to ensure compliance to legislation; Coordinating and managing emergency evacuation preparation drills and meetings. Investigating environmentally and SHERQ related incidents and developing re-occurrence prevention plans. Maintaining professional standards through interaction with professional institute and external occupational Safety, Health and Environmental Management fraternities (i.e. Department of Labour & Employment, SANS, SAIOSH, Safety specialists and Institute Management). Facilitating the compliance with the ISO 14001.

ENQUIRIES

: Ms. Monica Phalane Tel No: 012) 336 1291