

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** : 04 July 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 POST

- POST 22/75** : **ASSISTANT DIRECTOR: ICT STAKEHOLDER MANAGEMENT REF NO: DPSA 21/2022**
- 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** : A 3-year Diploma or Degree in Communications, Public Relations, Project Management or relevant qualification at NQF Level 6 coupled with relevant experience in stakeholder relations management, research capabilities, writing skills and analytical skills. 3 years' experience working with stakeholders and sponsors within the ICT environment preferably in the public sector. 5 years' experience in Events and /or Project Management. Proven organizational and project management skills. Experience in writing briefs and basic communication material such as newsletters, above average computer literacy, Ability to interact with stakeholders at different levels. Good communication skills including written and spoken English. A valid driver's license.
- DUTIES** : Support the Directorate by ensuring effective participation of stakeholders in the implementation of ICT projects in Government. Ensure structured and programme oriented partnership with stakeholders by maintaining sound relations with the ICT industry. Manage and coordinate stakeholder engagements, forums, events, learning networks and conferences. Administer and update the stakeholder contact database. Prepare stakeholder engagement and project reports. Organize funding and sponsorship for stakeholder events. Work with the Government Information Technology Officers Council (GITOC) on issues pertaining to stakeholder management. Coordinate visits of advocacy groups, researchers, donors, partners etc. Conduct research in preparation for stakeholder engagements, prepare briefing notes and contribution to publications.

ENQUIRIES

: Ms A Swalivha Tel No: (012) 336-1369