

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

: 22 July 2022, 15h45

NOTE: Applications must consist of: Only a fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. 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 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 Practical 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 POST****POST 25/102**: **DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT REF NO: DD/LRI/MP/05/2022****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, Mpumalanga Provincial Office (Mbombela)

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 in labour relations, grievance resolution, legal interpretation and investigative research at supervisory (ASD) level. 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 Development 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 Departments' 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 and conduct Labour Relations research projects in the Province. Conduct Labour Relations promotional events or the Commission's work in general in the Province. Supervise staff. Attend to the administration of Grievance Panel sessions.

ENQUIRIES

: Ms Salome Meso Tel No: 013 755 4070