

## 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** : 22 August 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); 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 for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) 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 completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

## MANAGEMENT ECHELON

- POST 29/56** : **DIRECTOR: GENERAL BENEFITS REF NO: DPSA 23/2022**
- SALARY** : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria  
A Senior Certificate, an appropriate an appropriate B. Degree in Human Resources Management / Public Administration or equivalent qualification at NQF level 7. Minimum 5 years' at a middle management level with minimum 10 years appropriate experience in Conditions of Service environment. Knowledge of Constitution of the Republic of South Africa, Government legislative framework with specific reference to employment legislation, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government and developing Prescripts for Remuneration and General Benefits for the Public Service. General and Macro Benefits theory and practice, Knowledge of general benefits in the Public Service, Human resource management, Research and analysis and Public Policy development and implementation. Decision making, Problem solving, Written and verbal communication,

Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, Financial management, Human resource Management, Research, Change management, Project and program management. Problem Solving (conceptual thinking), Decision Making, Diversity management, Communication and information management, Interpersonal relations, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy and Conflict management.

**DUTIES** : Manage the development of Prescripts in relation to General Benefits (leave of absence, working time, PILIR, standby allowance, danger allowances, sessional assistance, Foreign Service Dispensation, allowances for personnel serving executive authorities, allowance for secretaries to a head of department, night shift allowance, etc.). Manage the provision of implementation support to departments. Manage the monitoring of implementation and compliance. Manage the operations, systems and processes of the Directorate.

**ENQUIRIES** : Mr. Samson Radebe Tel No: (012) 336 1569

#### OTHER POSTS

**POST 29/57** : **DEPUTY DIRECTOR: REMUNERATION AND ECONOMIC ANALYSIS REF NO: DPSA 24/2022**  
(12 Months Contract)

**SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12), (an all-inclusive remuneration package)  
: Pretoria  
: A Senior Certificate and a B. Degree or equivalent qualification in Economics or B. Com in Economics and Statistics. A minimum of 3 years' appropriate experience in analytical skills, database maintenance, excel spreadsheet expertise, costing and data analysis. Knowledge: Public service regulatory framework, sound understanding of DPSA strategy, remuneration management policies, practices and procedures, sound understanding of spreadsheets applications for financial reporting. Managerial skills: Policy development and implementation, Remuneration advisory services and advise on the application of remuneration practices. Technical skills: Analytical analysis, database maintenance, Excel spreadsheet expertise, costing and data analysis. Generic skills: Client orientation and customer focus, Problem solving, Decision making, Policy analysis, Continuous improvement, Communication, Interpersonal, Facilitation, Negotiation, Presentation, Report writing, Computer literacy (Excel, PowerPoint, Word).

**DUTIES** : Conduct remuneration, economic/market and statistical analysis to support sustainable remuneration policies and frameworks that ensure financial viability, conduct market surveys and benchmarking, including index tracking and inflation. Collect and analyse socio-economic data and provide advice on ideal remuneration decisions and models taking into account the macro-economic outlook/forecasting and public sector dynamics. Evaluate, analyse and assess the impact of public sector remuneration policies on the wage bill and provide relevant advice insofar as it pertains to trends. Support strategic remuneration-related initiatives such as periodic Personnel Expenditure Review for the public sector and the provision of relevant data, trends and other economic and statistical analysis in support of the development of the remuneration policy. Research and development of proposals in terms of local and international trends on economic/market/remuneration particularly in relation to the public sector. Support the Government Chief Negotiator with the economic outlook during the wage negotiations and provide costing on the labour demands.

**ENQUIRIES** : Mr. Samson Radebe Tel No: (012) 336 1569

**POST 29/58** : **DEPUTY DIRECTOR: JOB GRADING AND POST PROVISIONING REF NO: DPSA 25/2022**

**SALARY** : R882 042 per annum (Level 12), (an all-inclusive remuneration package), Annual progression up to a maximum salary of R1 038 999 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** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate and an appropriate recognised NQF level 7 qualification in Social Sciences / Human Resources / Public Administration / Public Management / Organisational Development / Work Study / Operations Management and Job Evaluation Certificate (JE Analyst / Panel training). 3 years' functional relevant experience at the Assistant Director level (Supervisory experience). Competencies - Budgeting and financial management skills; applied strategic thinking skills; communication and information management skills; managing interpersonal conflict and problem resolution skills; networking and bonding skills; planning and organizing skills; project management skills; and team leadership skills. Knowledge of Public Service Regulatory Frameworks, sound understanding of organizational development and job evaluation practices, understanding of Employment Relations policies, practices, and procedures; understanding of conflict resolution tools and methodologies.
<b><u>DUTIES</u></b>	:	Develop, implement and maintain job grading policies and post provisioning norms and standards. Provide guidance on the implementation of job grading policies and post provisioning norms and standards. Provide guidance and support on the implementation of the job evaluation and job grading system for the Public Service. Monitor the implementation of job grading policies and post provisioning norms and standards and ensure compliance. Participate and serve in various DPSA initiatives. Staff Management.
<b><u>ENQUIRIES</u></b>	:	Mr. V. Sakala Tel No: (012) 336 1336
<b><u>POST 29/59</u></b>	:	<b><u>ASSISTANT DIRECTOR: REMUNERATION MANAGEMENT REF NO: DPSA 26/2022</u></b> (12 Months Contract)
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10), plus 37% in lieu of service benefits.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate and a National Diploma at NQF Level 6 in Human Resources Management / Economics / Public Management / Public Administration or an appropriate qualification at NQF level 6 within the above-mentioned fields. Minimum of 3 years' appropriate experience in Human Resources Management / Remuneration. Knowledge of Public service regulatory framework, sound understanding of DPSA strategy, remuneration management policies, practices and procedures and sound understanding of spreadsheets applications for financial reporting. Consultation, Service orientation, Accessible, Courtesy, Providing Information, Openness and transparency, Redress and Quality Oriented. Policy development and implementation skills, Remuneration advisory services and Advise on the application of remuneration practices. Client orientation and customer focus, Problem solving, Decision making, Policy analysis, Continuous improvement, Communication, interpersonal, Facilitation, Negotiation, Presentation, Report writing, Computer literacy and driving. Analytical skills and Database Maintenance.
<b><u>DUTIES</u></b>	:	To support the Minister for Public Service and Administration in the determination of policy and procedures on remuneration and related matters: and departments and other stakeholders in the application thereof. Provide support to the Minister of Public Service and Administration and other stakeholders on the implementation, application and advise on remuneration matters. Participate in the review and/or maintenance of current policies/dispensations to assess relevance, financial viability and possible untended consequences of policies. Participate in research, development, maintenance and monitoring of the Remuneration Framework. Participate in transverse projects/departmental projects that impacts on remuneration. Provide support to the Departments on the implementation of remuneration matters.
<b><u>ENQUIRIES</u></b>	:	Mr. Samson Radebe Tel No: (012) 336 1569
<b><u>POST 29/60</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT SUPPORT REF NO: DPSA 27/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 per annum is possible, subject to satisfactory performance.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate and a National Diploma at NQF Level 6 or equivalent qualification at NQF level 6 in Human Resource Development, Human

Resource Management, Public Administration or Industrial Psychology. 3 years' relevant experience in HRD environment. Technical skills in human resource development practices and capacity building initiatives, knowledge of HRD planning, monitoring, evaluation and reporting, analytical and research report writing skills. Knowledge and practical application of Social Research. Thorough understanding of the Public Service Regulatory Framework and specifically HRD related legislation and policies. Knowledge of the Constitution of the Republic of South African, Government legislation framework, Public Service legislative and policy framework, Government programs such as the National Development Plan and key Strategic priorities of government. Ability to work independently and in a team, good planning and organising skills, good interpersonal and stakeholder liaison skills including presentation skills, self-management and time-management, precision and attention to detail and demonstrable written and verbal communication. Strategic thinking and Computer proficiency (Ms Office).

**DUTIES** : Support the Directorate by coordinating the implementation of the Directive on Recognition of Prior Learning. Coordinate with appropriate stakeholders on the implementation of capacity building activities, including national and provincial workshops and one-on-one policy support to the department. Coordinate the implementation of the Directive on Utilisation of the Training Budget. Assist in the provision of policy advice and assistance to departments in the implementation of HRD policies and projects. Collaborate with the team to contribute towards the achievement of the Chief Directorate's overall plans. Submit inputs into the drafting of the Chief Directorate's contribution to the departmental strategic plan, MTSF, APP, and Chief Directorate's Annual Operational Plan, Budget projection, Quarterly Reports, and Annual Reports.

**ENQUIRIES** : Mr. K. Perumal Tel No: (012) 336 1407

**POST 29/61** : **PRINCIPAL PERSONNEL OFFICER REF NO: DPSA 28/2022**  
(Personnel Utilisation)

**SALARY** : R261 372 per annum (Level 07). Annual progression up to maximum salary of R307 890 per annum is possible subject to satisfactory performance.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate or equivalent qualification at NQF level 4. Minimum of three 3 years' experience in Personnel Utilisation functions (listed in the duties below) including PERSAL; Knowledge of the Human Resource Regulatory Framework, Public Service Act; Public Service Regulations; Employment Equity Act, Basic Conditions of Employment Act; Competencies: Job Knowledge, Communication, Interpersonal relations; Flexibility; Teamwork; Skills: Computer, Planning and organisation, Language, Communication (written and verbal), Conflict management. A self-driven and results oriented individual that will be able to deliver under pressure.

**DUTIES** : Supervise and undertake more complex implementation and maintenance of human resource administration practices in the Human Resource Provisioning and Utilisation environment. Supervision of staff. Administer and advice on: Recruitment and Selection, appointments, transfers, secretariat functions at interviews, remunerated overtime, resettlement expenditure, Senior Management Services and Middle Management Services salary structuring, Resolve challenges by applying standing instructions and procedures, Advise management and employees on Personnel Provisioning and Utilisation practices. Prepare reports on human resource administration issues and statistics. Participate in policy development and maintenance as well as unit wide projects.

**ENQUIRIES** : Ms. Nora Mohanwe Tel No: (012) 336-1104