

## 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** : 05 September 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 only; contactable referees (telephone numbers and email addresses must be indicated). 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. Certified copies of qualifications and Identity Document will only be required from applicants when they are invited for interviews. All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa if shortlisted. In the case of foreign qualifications: it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 31/127** : **CHIEF DIRECTOR: LABOUR RELATIONS, NEGOTIATIONS AND DISPUTE MANAGEMENT REF NO: DPSA 29/2022**
- SALARY** : R1 269 951 per annum (Level 14), (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 undergraduate qualification (NQF level 7) as recognised by SAQA, in Labour Law/Human Resources Management/Economics or related field of study. As stated in the notes above, a Pre-Entry Certificate for SMS must be completed before an appointment can be considered. Minimum of 5 years' experience at Senior Management Level. Minimum of 10 Years' Appropriate Experience in Collective Bargaining and Labour Relations. Sound Knowledge of the Constitution of the Republic of South Africa, Government's Legislative Frameworks, Public Service Legislative and Policy Framework, Labour Legislative Frameworks, Trade Unions, Collective Bargaining Structures, Government Programs such as the National Development Plan, Key Strategic Priorities of Government. Managerial Skills: Decision Making, Problem Solving, 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. Technical Skills: Labour Law, Labour Relations, Collective Bargaining and Dispute Management. Generic Skills: Diversity Management, Communication and Information Management, Interpersonal Relations, Facilitation, Negotiation and Presentations, Report Writing, Computer Literacy and Conflict Management. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment.
<b><u>DUTIES</u></b>	:	To support the DPSA in managing collective bargaining in the Public Service Coordinating Bargaining Council and General Public Service Sector Bargaining Council and manage disputes. To support the DPSA in co-ordinating collective bargaining in the Public Service Sector Councils. To develop, implement and maintain labour relations policies for the Public Service. To co-ordinate the review of collective bargaining structures, systems and processes in the Public Service and contribute to the improvement of collective bargaining strategy. To manage stakeholder relations between the State as Employer and Trade Unions. To manage the Chief Directorate in an efficient and effective manner.
<b><u>ENQUIRIES</u></b>	:	Mr. Dumisani Hlophe Tel No: (012) 336 1405
<b><u>POST 31/128</u></b>	:	<b><u>CHIEF DIRECTOR: REMUNERATION, EMPLOYMENT CONDITIONS AND HR SYSTEMS REF NO: DPSA 30/2022</u></b>
<b><u>SALARY</u></b>	:	R1 269 951 per annum (Level 14), (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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Senior Certificate, an undergraduate qualification (NQF level 7) as recognised by SAQA in Human Resources Management/Economics/Management or related field of study. As stated in the notes above, a Pre-Entry Certificate for SMS must be completed before an appointment can be considered. Minimum of 5 years' experience at Senior Management Level. Minimum of 10 years' appropriate experience in compensation and remuneration matters, including development of remuneration policies. Knowledge: Understanding of the Public Service Collective Bargaining systems and how it impacts on remuneration of public servants. Sound Knowledge of the Constitution of the Republic of South Africa, Government's Legislative Frameworks, Public Service Legislative and Policy Framework, Government Programs such as the National Development Plan and MTSF, Key Strategic Priorities of Government, knowledge of compensation (remuneration and benefits) practices, analysis and interpretation of HR related data. Managerial Skills: Numeric skills, Decision Making, Problem Solving, 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 programme management. Technical Skills: Compensation management theory and practices, Research and analysis, HR systems development and implementation, Data analysis, Policy development and implementation, Collective Bargaining, Human Resource Management. Generic Skills: Diversity Management, Communication and Information Management, Interpersonal Relations, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy and Conflict Management. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment.
<b><u>DUTIES</u></b>	:	To manage and ensure the development and review of prescripts for Remuneration Management and General Benefits. To support the implementation of prescripts by National and Provincial Departments through the provision of technical advice, support and capacity building. To manage and ensure the monitoring of implementation and compliance. To manage the development of HR Information Systems and the analysis of data. To manage all the operations, systems and processes of the Chief Directorate.

**ENQUIRIES** : Mr. Dumisani Hlophe Tel No: (012) 336 1405

**POST 31/129** : **CHIEF DIRECTOR: TRANSFORMATION AND WORKPLACE ENVIRONMENT MANAGEMENT REF NO: DPSA 31/2022**

**SALARY** : R1 269 951 per annum (Level 14), (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 undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/Social Science/Occupational Health or related field of study. As stated in the notes above, a Pre-Entry Certificate for SMS must be completed before an appointment can be considered. Minimum of 5 years' experience at Senior Management Level. Minimum of 10 years' appropriate experience in Human Resource Management, Employee Health and Wellness and Transformation Services. Sound Knowledge of the Constitution of the Republic of South Africa, Government's Legislative Frameworks, Public Service Legislative and Policy Framework, Government Programs such as the National Development Plan, Key Strategic Priorities of Government. Managerial Skills: Decision Making, Problem Solving, 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 programme management. Technical Skills: Policy development, Gender, Youth and Disability. Employee Health and Wellness, Occupational Health and Safety, Monitoring and Evaluation and Anti-bullying strategies in the Public Service. Generic Skills: Diversity Management, Communication and Information Management, Interpersonal Relations, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy and Conflict Management. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment.

**DUTIES** : To manage and ensure the development and review of prescripts for: Employee Health and Wellness and Environmental Management; and Transformation Programmes. To support the implementation of prescripts by National and Provincial Departments through the provision of Technical Advice, Support and Capacity Building. To manage the Monitoring of Compliance by National and Provincial Departments. To manage the Evaluation and Impact Assessment of the Prescripts. To manage the operations, systems and processes of the Chief Directorate.

**ENQUIRIES** : Mr. Nyiko Mabunda Tel No: (012) 336 1198

**POST 31/130** : **CHIEF DIRECTOR: OFFICE OF STANDARDS AND COMPLIANCE REF NO: DPSA 32/2022**

**SALARY** : R1 269 951 per annum (Level 14), (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 undergraduate qualification (NQF level 7) as recognised by SAQA, in Public Administration/Law or related field of study. As stated in the notes above, a Pre-Entry Certificate for SMS must be completed before an appointment can be considered. Minimum of 5 years' experience at Senior Management Level. Minimum of 10 years' appropriate experience in the field of public policy development as well as monitoring and evaluation, developing norms and standards and research development and analysis. Sound Knowledge of the Government's Legislative Frameworks, Public Service Legislative and Policy Framework (PSA), Government Programs such as the National Development Plan, Key Strategic Priorities of Government, knowledge of public service policy framework and development processes. Managerial Skills: Strategic Management and Leadership, Program and

Project Management, Human Resource Management, Stakeholder Management and Intergovernmental Relations, Planning and organising and Change Management. Technical Skills: Policy development and analysis, Institutional development, Design of Monitoring and Evaluation tools and systems, Monitoring and Evaluation. Generic Skills: Problem Solving, Decision Making, Facilitation, Negotiation, Presentation, Report Writing and Computer Literacy. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment.

**DUTIES**

: To manage and ensure the setting, promotion and enforcement of Public Administration and Management Norms and Standards determined by the Minister, and the Promotion of Compliance by government institutions with the minimum norms and standards. To manage and ensure the implementation of capacity and functionality audits of skills, systems and processes in government institutions. To manage and ensure the monitoring, evaluation and reporting on compliance by government institutions with the public administration and management norms and standards determined by the Minister. To manage the operations systems and processes of the Chief Directorate.

**ENQUIRIES**

: Ms. Renisha Naidoo Tel No: (012) 336 1006