

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** : 26 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. "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. 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 34/171** : **DIRECTOR: ICT INFRASTRUCTURE MANAGEMENT REF NO: DPSA 34/2022**
- SALARY** : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R1 264 176 per annum 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
- : A senior certificate, an appropriate B. Degree in ICT or equivalent qualification at NQF level 7 in ICT related field. Minimum of 5 years' experience at a middle/senior management level. Minimum of 8 years appropriate experience in ICT environment. Knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework. Government programs such as the National Development Plan, Key Strategic Priorities of Government, and Sound understanding of the operations management. Must have understanding of ICT Infrastructure Management theory and practice, Project and program Management and an understanding of Digital transformation, an understanding of the Batho Pele principles. Very good diversity management, communication and information

management, interpersonal relations, facilitation, negotiation, presentation, report writing, Computer literacy, conflict management, stakeholder management and coordination and project and program management skills.

DUTIES : To manage the development and implementation of prescripts for ICT Infrastructure Management. To support implementation of the Prescripts by national provincial departments through the provision of technical advice, support and capacity building. To manage the monitoring and of compliance by national and provincial department. To manage the undertaking of evaluation and impact studies. To manage the Operations, Systems, and Processes of the Directorate.

ENQUIRIES : Mr. Walter Mudau Tel No: (012) 336 1075

OTHER POSTS

POST 34/172 : **DEPUTY DIRECTOR: PRODUCTIVITY AND CAPABILITY MEASUREMENT REF NO: DPSA 35/2022**

SALARY : R744 255 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R867 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
 : A Senior Certificate, an appropriate B.Degree at recognised NQF level 7 on in Public Administration / Operations Management / Business Management, and Economics or related field of study. Minimum of 3 years' Managerial experience in the field of public administration and policy development 5 years' technical experience in public administration and policy development / research. Knowledge of Public Service Regulatory Frameworks and National Development Plan, Knowledge of research and policy analysis, Knowledge of the Public Service Productivity and Efficiency management framework, project management and quality assurance. Managerial skills: Research capabilities, Forecasting, Data analysis, Policy analysis, Writing skills, Measure regulatory and Measure regulatory performance. Programme and project management, Human Resources Management, Stakeholder management and coordination, Strategic thinking and leadership, Innovation, Monitoring & Evaluation and Research.

DUTIES : To Facilitate and research the development and promotion of Productivity and Capability measurement framework and toolkits; and render institutional support and advice to promote an efficient, effective and development – orientated public service. Coordinate the promotion and implementation of Productivity and Capability measurement through advocacy in selected departments. Monitor the implementation of organisational Productivity Assessments by selected departments. Research on Public Service Capability.

ENQUIRIES : Mr. Ismail Davids (012) 336 1325 / 1004

POST 34/173 : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND SERVICE DELIVERY IMPROVEMENT PLANS REF NO: DPSA 36/2022**

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 REQUIREMENTS : Pretoria
 : An appropriate National Diploma or B. Degree in Public Administration/ Social Sciences or equivalent qualification at NQF level 6/7. Three (3) years' relevant experience in Service Delivery Improvement, Change Management, Public Policy Development and Analysis, Research methods, Data Analysis. Monitoring and Evaluation and professional report writing and design. Technical skills in business process modelling, business process mapping development and management of Monitoring and Evaluation systems. Facilitation skills. Knowledge of the Constitution of the Republic of South African, Government legislation framework, Public Service legislative and policy framework especially the Public Service Act 1994 as amended, Public Service Regulations, 2016. Knowledge of the framework on the complaints and compliments of 2013 during policy review and monitoring process. SDIP Directive, Change Management Framework, 2013. Operations Management

Framework. Service Delivery (Batho Pele) White Paper, 2007. Strategic Planning and APP Framework. Government programs such as the National Development Plan and key Strategic priorities of government. Sound understanding of operations management. Independent thinking and ability to make decisions. Diversity Management. Communication and information management. Computer proficiency (Ms Office).

DUTIES

: Conduct research towards the development/review of the Service Delivery Improvement Directive and its toolkits. Provide guidance and support towards the development, interpretation, testing/piloting and integrated implementation of the SDI Directive and its toolkits with the Change Management Framework, Operations management Framework. Setting of Norms and standards. Provide support on the implementation of the above-mentioned prescripts across all three spheres of government through the provision of technical advice, support and capacity building. To support the monitoring of compliance across all spheres of government. To provide support on management of the operations, systems, processes, logistics and administration of the Directorate.

ENQUIRIES

: Ms. Sibongile Moremi Tel No: (012) 336 1167