

## 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](mailto:recruitment@opsc.gov.za).
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 30 September 2022, 15h45
- NOTES** : Applications must consist of: Only a **fully** completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://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](http://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.

## MANAGEMENT ECHELON

- POST 35/135** : **DIRECTOR: HUMAN RESOURCE BEST PRACTICE REF NO: D: HRBP/09/2022**
- SALARY** : R1 073 187 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 REQUIREMENTS** : Public Service Commission House, Pretoria
- : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate. For this purpose she/he should have: An appropriate degree (NQF Level 7) with majors in any of the following: Human Resource Management, Personnel Management, Public Management or Public Administration. A Post graduate qualification (NQF level 8 and above) with courses relevant to the area of human resources management, public management and public administration,

will be an added advantage. A minimum of 5 years' experience at a Middle/Senior Management level. 5 to 8 years research experience in areas related to human resource management, public administration/management. Proven experience in applied research methodologies, monitoring and evaluation as well as project management. Experience in policy analysis and review. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. Knowledge of Public Service Prescripts. Report writing skills. Excellent Communication skills both verbal and writing. Knowledge in/and application of the Public Service Human Resource Management regulatory framework including Public Service Act, Public Service Regulations, Labour Relations Act, Human Resource Management and Development Strategic Frameworks and other relevant legislation and/or policy prescripts. Ability to work independently and in a team. Ability to work under pressure. Knowledge and experience in Microsoft Office Suite, e.g. Microsoft Word, Excel and PowerPoint. A valid driver's license (with exception of disabled applicants) and willingness to travel.

**DUTIES**

: Lead and conduct research on practices impacting on Public Service human resource management and leadership management practices. Develop mechanisms to ensure the effective monitoring of leadership and human resources management practices in the Public Service. Develop proposals for research and advocacy projects. Conceptualize, implement and manage research projects and other flagship assignments. Monitor and evaluate Public Service human resource best practices and formulate proposals/recommendations to promote good practices. Provide professional advice on human resource management & development practices and the legislative and regulatory framework to the departments and the (PSC). Develop good practices in the areas of Public Service human resources management. Formulate strategic plan for the unit in line with the broader organisational mandate. Lead and manage the monitoring and analysis of policy developments and their implications on human resource management and leadership management practices. Advise the PSC on any human resource management practice in line with the execution of its mandate and the performance of its functions. Manage the budget of the Directorate to ensure that it contributes towards effective financial management of the organisation. Manage and supervise human resources and ensure effective utilization thereof. Prepare speeches, concept/speaking notes and presentations for the PSC and OPSC. Establish and manage relationships with key stakeholders. Make presentations to internal and external stakeholders. Participate in cross functional projects and assignments. Provide strategic direction as a member of the OPSC Team and manage the Financial and Human Resources of the Directorate in line with relevant legislative, regulations and policy imperatives.

**ENQUIRIES**

: Mr Lusani Madzivhandila Tel No: (012) 352 1296

**POST 35/136**

: **DIRECTOR: COMPLIANCE, INVESTIGATIVE RESEARCH AND ADVISORY SERVICE REF NO: D: CIRAS/09/2022**

**SALARY**

: R1 073 187 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 REQUIREMENTS**

: Public Service Commission House, Pretoria  
 : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate. For this purpose she/he should have the following: An appropriate Degree (NQF Level 7) in Labour Relations (LR), Labour Law, Law with LR/Industrial Relations (IR) as a major. A post graduate qualification in the area of Labour Law, Labour Relations or Law with LR/industrial relations (IR) as a major will be an added advantage. 10 years' experience in Labour Relations and/or Labour Law of which 5 years should be at the senior/middle management level. A minimum of 5 years' experience in grievance and dispute resolution. Proven experience in applied research in the area of HRM, leadership, public administration. Experience in monitoring and evaluation. Presentation skills. Analytical and report-writing skills. Programme / project management and coordination skills. Strategic understanding and knowledge of the application of the Constitutional

Values and Principles (CVPs) as contained in Section 195. Knowledge of Public Service Prescripts. Excellent Communication skills both verbal and writing. Knowledge and application of the Public Service Human Resource Management and financial management regulatory framework including Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act and other relevant legislation and/or policy prescripts. Ability to work independently and in a team. Ability to work under pressure. Knowledge and experience in Microsoft Office Suite, e.g. Microsoft Word, Excel and PowerPoint. A valid driver's license (with exception of disabled applicants) and willingness to travel.

**DUTIES**

: The successful candidate will be responsible for the following: Investigate grievances of Public Service employees across the different levels, including SMS members and HODs. Investigate grievances through data collection and evaluation, research and analysis. Draft investigation reports with recommendations and/or directions. Monitor the implementation of the PSC's recommendations and/or directions. Management of the grievances management system, databases and SharePoint. Manage labour relations, research and advocacy projects and other deliverables. Supervise, guide/advise and quality-assure work of staff in the unit and assess the performance of personnel on grievance management procedures and principles in national and provincial departments including the collective bargaining process. Monitor and evaluate the application of sound labour relations principles and prescripts in national and provincial departments, including the collective agreements and bargaining processes. Draft and or manage reports to advise the PSC on the grievance trends in the Public Service; research and draft labour relations articles or advices on labour relations practices and challenges. Give advice on grievance procedures to national and provincial departments. Execute functions as assigned by the Office/PSC. Render support to the PSC in conducting hearings on the investigation of grievances of HODs. Participate in cross-functional investigations. Provide strategic direction as a member of the OPSC's Management Team and manage the Financial and Human Resources of the Directorate in line with relevant legislative, regulations and policy imperatives.

**ENQUIRIES**

: Adv. Millicent Malebye Tel No: (012) 352 1012