

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** : 31 October 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 will be subjected to personnel suitability checks on criminal records, citizenship 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 be required to undergo a security clearance within one month of appointment.
- OTHER POST**
- POST 39/159** : **BRANCH CO-ORDINATOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DPSA 39/2022**
- SALARY** : R744 255 per annum (Level 11). Annual progression up to a maximum salary of R876 705 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 NQF level 7 qualification in Public Administration/Management, Human Resource Management or Related field of study. A minimum of 3 years' experience as an Assistant Director in office administration. Project Management skills, analytical and problem-solving skills, Report writing skills, team work, verbal and written communication skills, and information management skills. Good interpersonal relations and initiative skills, openness. Knowledge of the Public Service Legislative and policy frameworks. Knowledge of Service, and the MTSF. Strategic thinking and Computer proficiency in Ms Office (Word, Excel, Power Point).
- DUTIES** : To provide effective and efficient office management, administrative and strategic support and co-ordination for the Office of the DDG and the Branch: HRM & D. Co-ordinate compliance reporting and other related activities in the Branch. Serve as a nodal point of communication in the Branch. Assist the DDG and Branch in the development of documents. Manage the Office of the DDG and provide administrative support to the DDG and Branch.
- ENQUIRIES** : Mr. N. Mabunda Tel No: (012) 336 1198.