

DEPARTMENT OF SCIENCE AND INNOVATION

The Department of Science and Innovation is an affirmative action employer, and coloured people, white women and people with disabilities are encouraged to apply for these posts.

<u>APPLICATIONS</u>	:	Applications must be emailed to saoshs@dst.gov.za
<u>CLOSING DATE</u>	:	27 January 2023
<u>NOTE</u>	:	Applications quoting the relevant reference number must be accompanied by a fully completed and signed new Z83 form and up-to-date curriculum vitae only (including three contactable referees). Each application for employment form must be fully completed, duly signed, dated and initialed by the applicant, failure to do so will result in your application not being considered. Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. No copies/attachments/proof of application, only Z83 and CV. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Applications received on the wrong email address will be disqualified. Applications must be submitted as one combined document. Shortlisted candidates will be subjected to personal suitability checks (criminal record check, citizenship verification, previous employment verification and verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise to test relevant technical elements of the job, the logistics for which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to undergo a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) directive on the implementation of competency-based assessments and using the mandated DPSA SMS competency-assessment tools. All SMS candidates must have completed a senior management leadership programme with either the National School of Government (NSG) or a higher education institution accredited by the NSG (see https://www.thensg.gov.za/training-course/sms-pre-entry-programme/). Shortlisted candidates will be requested to submit proof of this on or before day of interview. For more information on the course please visit the NSG website: https://www.thensg.gov.za .

OTHER POST

<u>POST 01/211</u>	:	<u>SENIOR ADMIN OFFICER: SUSTAINABLE HUMAN SETTLEMENTS</u> (One-Year Contract)
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in social science, the built environment, geography, development studies or related field. A certificate in project management and geographic information systems (GIS) would be an advantage. At least two years' working experience in an innovation for service delivery environment, where innovation and technology solutions have been applied to improve municipal water, energy or sanitation services, or ICT used for or sustainable human settlements. Basic understanding of science and technology and its impact on development. Basic understanding of the national system of innovation and European Union-funded programmes. Basic understanding of the Public Finance Management Act and project-management principles. Strong administrative and organisational skills. Written and verbal communication skills. Computer skills (Microsoft Word and Excel) and ArcGIS software. Time management, basic research and analytical

DUTIES

skills. Proactive and able to take initiative. Ability to work as part of a team and under pressure.

: Provide content and research support for the Viability and Validation of Innovations for Service Delivery Programme (VVISDP). Monitor the VVISDP's expenditure, implementation and project deliverables. Provide programme administration. Coordinate logistics for the VVISDP and serve as secretariat. Support the programme's GIS database and spatial mapping.

ENQUIRIES

: Ms Nontobeko Nkosi Tel No: 012 843 6861