

CENTRE FOR PUBLIC SERVICE AND INNOVATION

It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference.

- APPLICATIONS** : Applications should be hand-delivered to Centre for Public Service Innovation at Batho-Pele House (inside DPSA) 546 Edmond Street, Arcadia, Pretoria, 0007 (Applications received after closing date will not be considered) or e-mail to Recruitment@cpsi.co.za . Faxed applications will not be considered. CPSI reserves the right not to fill the below-mentioned posts.
- CLOSING DATE** : 13 February 2023 @ 12:00
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV is attached). Failure to sign this form may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Reference checks will be done during the selection process. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 03/18** : **HUMAN RESOURCE CLERK REF NO: 0001/2023**
- SALARY** : R218 064 per annum (Level 06). Annual progression up to a maximum salary of R256 860 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : Grade 12 or equivalent qualification with 3-5 years' experience in human resource management. Knowledge of the Public Service Policy Frameworks, Public Service Act, Public Service Regulations, BCEA , Labour Relations Act, PSCBC Resolutions and the Public Finance Management Act,. Knowledge and use of PERSAL System. Computer literacy, good interpersonal skills, analytical skills, problem solving skills, initiative, teamwork and good communication skills.
- DUTIES** : Administration of Conditions of Services of employees, which include capturing of leave, leave enquiries, housing allowances etc. Assist during recruitment and selection process as a HR Representative. Capturing of transactions on PERSAL system. Administration of payroll and payroll records to ensure filling of pay records and distribution of monthly reports to finance. Assist with the administration of performance management. Assist with implementation of the personnel skills development plan. Provide guidance and ensure adherence and implementation of HRM related policies and procedures. Attend to internal and external enquiries. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Ability to provide a quality work, under tight deadlines and work under pressure.
- ENQUIRIES** : Ms Tshepo Buthelezi Tel No: (012) 683 2817

INTERNSHIP 2023/24

The Centre for Public Service Innovation (CPSI) is committed to youth skills development by providing graduates with opportunities to gain work experience to complement their studies or immediately after completing their studies. Applications are invited for Internship position from promising graduates. The Internship programme will run for a period of twenty-four (24) months with no option for extension. These positions are based in Arcadia in Pretoria

OTHER POST

POST 03/19 : **INTERNAL AUDIT REF NO: 0002/2023**

STIPEND : The CPSI will pay a monthly stipend, based on the qualifications and determine by Directive on Internship Programme at R6,083.70.

CENTRE : Pretoria, Arcadia

REQUIREMENTS : Applicants must be unemployed and have a 3 or 4-year diploma / degree in any one of the fields specified: National Diploma/Degree in Internal Audit.

DUTIES : The successful Intern will participate in the development of internal audit plans, planning audit projects, execution of audit engagements, reporting and support to audit committees. The internship provides an opportunity to be part of the development program of the internal auditors. Personal Profile: Basic skills that Interns should possess include: office management; computer literacy; interpersonal skills; time management; teamwork; competencies focusing specifically on the public service and communication skills.

ENQUIRIES : Ernest Mogwaye Tel No: (012) 336 1044

NOTE : NB: Candidates who previously participated in an internship programme in any Government Department will not be considered. The successful candidates must be willing to sign an oath of secrecy/confidentiality with the CPSI. Applicants will be expected to avail themselves for selection interviews and assessment at the time, date and place as determined by the CPSI.

CLOSING DATE : 13 February 2023 at 12:00