

**CENTRE FOR PUBLIC SERVICE AND INNOVATION**

*The CPSI is a National Government Component established as Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI is a solution-focussed effective and efficient public sector government component playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in the public service through unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions – Providing the Minister (and her portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service transformation and reform.*

*Creating an enabling environment that nurtures, supports and encourages innovation within the structures and agencies of the South African Government, initiating, implementing and managing self-sustainable innovation projects in partnership with the private sector and other relevant stakeholders, implementing special projects that are mandated by the Minister from time to time. It is the intention to promote representivity in the CPSI through the filling of this position.*

- 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](mailto:Recruitment@cpsi.co.za) Faxed applications will not be considered. CPSI reserves the right not to fill the below-mentioned posts.
- CLOSING DATE** : 20 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](http://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 it 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. 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 record, citizen verification, financial records, qualification verification, and applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. Correspondence will be limited to shortlisted candidates only, if you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 04/31** : **EXECUTIVE DIRECTOR: CENTRE FOR PUBLIC SERVICE INNOVATION**  
**REF NO: 0003/2023**  
(Five Year Contract)
- SALARY** : R1 590 747 per annum, (all-inclusive salary package) comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria (Arcadia)
- REQUIREMENTS** : A Senior Certificate, an Undergraduate Qualification and a post graduate qualification (NQF level 8) as recognised by SAQA and Nyukela SMS pre-entry certificate. At least 8 to 10 years' relevant experience at a Senior Management Level of which at least 3 years must have been with any organ of State, as defined in the Constitution, Act 108 of 1996). Experience in serving as EXCO member. Experience in managing public sector innovation. Sound understanding of the National System of Innovation and National Development Priorities. Knowledge and Experience: Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act (PFMA), Public Administration Management Act (PAMA). Knowledge of the National Development Plan (NDP), Advanced Knowledge and experience in Public

Administration and Public Management, Knowledge of the Auditor General's prescripts, Advanced Knowledge and experience leading and managing an innovative institution or a programme, Extensive knowledge and experience in policy research, policy analysis and/or policy development. A proven track record in conducting monitoring, evaluations or impact studies. Advanced knowledge of government's Human Resource and Labour-related legislation. Advanced experience in establishing and managing complex relationships and partnerships. Computer literacy. Core Competencies: Strategic capability and leadership, Programme and project management, advanced financial management skills, Innovation, Knowledge Management, Change management, People Management and Empowerment.

## **DUTIES**

: Serve as the Accounting Officer/Head of Department in line with the requisite legislative and regulatory prescripts. Drive the culture and practices of innovation in the public service to improve service delivery. Monitor that the CPSI adheres to the government's regulatory prescripts. Oversee the development of, and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control. Manage implementation of the departmental memoranda of understanding (MoUs) and service level agreements (SLAs). Ensure that the CPSI has the required systems to track, monitor, and report its performance to the Minister for the Public Service and Administration (MPSA) and other oversight structures and control points. These include the Audit and Risk Committee (ARC), Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME). Implement the resolutions of the ARC. Manage the timely resolution of audit findings and attainment of clean audit outcomes and fulfil all other responsibilities delegated by legislative prescripts and the Executive Authority. Lead and manage the planning processes, development and implementation of the departments' plans, programmes and services. Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the Department's mandate and Government Priorities. Assess the risks to the Department and ensure that the risks are managed and mitigated. Oversee the development, implementation, monitoring and evaluation of legislation administered or initiated by the MPSA in line with the mandate of the Minister, including, but not limited to, service delivery improvement, organisational development, conditions of service, Information Communication and Technology (ICT), integrity, ethics, conduct and anti-corruption and public administration transformation and reforms for the effective and efficient delivery of the Department's services to its service beneficiaries. Provide leadership for the effective and efficient management and administration of the Department. Develop and review the departmental organisational structure. Manage the overall operations and resources of the Department. Oversee the implementation of the Departmental Performance Management and Development System and maintain harmonious labour relations. Drive equity and transformation programmes. Provide technical and administrative support to the Ministry. Provide the Minister with sufficient and necessary information to enable her to execute her responsibilities and to make informed decisions on innovation in the public service. Serve as the interface between the Minister and external stakeholders and partners and between the Executive Authority and the Department. Promote and co-ordinate inter and intra-government relations. Work collaboratively with entities within the Portfolio of the MPSA, other organs of state and all stakeholders. Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions. Participate in the relevant government structures and other fora and any other structure as directed by the Minister. Ensure the domestication of international instruments on innovation and other instruments relevant to the mandate and work of the CPSI. Manage the performance of staff reporting directly to the Executive Director. Manage the personal development of staff and assess performance in line with the performance management and development system. Personal Profile: Proactive individual with good verbal and written communication skills. Innovative, creative and futuristic thinking capabilities. Ability to communicate with internal, external and International partners. Attention to detail and quality. A self-starter and willing to work under pressure, with tight deadlines and long working hours. Ability to communicate and present to all legislative structures of the public service. Good interpersonal skills, analytical skills, initiative and teamwork. Self-driven and agile.

## **ENQUIRIES**

: Ms. Tshepo Buthelezi Tel No: 012 683 2817