

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.

MANAGEMENT ECHELON

<u>POST 04/133</u>	:	<u>PROVINCIAL DIRECTOR: LIMPOPO REF NO: PD/LP/01/2023</u>
<u>SALARY</u>	:	R1 105 383 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.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission, Provincial Office: Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree or equivalent qualification (NQF level 7) in the field of Human Resources, Public Management/Administration, Law or Social Sciences. Five (5) years' relevant experience in a middle/senior management post. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Proficiency in collecting and analyzing data on public service performance indicators. Ability to analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive level. Appropriate experience in project management. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. A firm grasp on matters of service delivery, ethics and integrity; as well as leadership and human resources practices. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Good communication and Presentation skills. Financial Management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License (with exception of disabled applicants).
<u>DUTIES</u>	:	Manage, lead and provide effective support in the area of Leadership and Management Practices. Manage, lead and provide effective support in the area of Monitoring and Evaluation. Manage, lead and provide effective support in the area of Integrity and Anti-Corruption. Conduct and manage the evaluation and promotion of the CVPs in the Province. Monitor and report on the implementation of the PSC recommendations and directions bi-monthly (this includes everything from Monitoring and Evaluation, Integrity and Anti-Corruption, Leadership and Management Practices and Section 196. Provide strategic support to the Office and Commission in the execution of the mandate of the PSC. Conduct Research, Monitoring, Evaluation and Investigation in all areas covered by the values governing Public Administration. Promote a high standard of Professional Ethics in the Public Administration. Investigate grievances and complaints and make recommendations to the Public Service Commission (PSC). Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the Province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the Province. Submit contributions on the PSC's work in the Provincial Office for inclusion in the Annual Report.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr KG Sedibe Tel No: 012 352 1206
<u>APPLICATIONS</u>	:	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, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za .
<u>NOTE</u>	:	Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive

CV 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. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

- CLOSING DATE** : 24 February 2023, 15h45.
- POST 04/134** : **DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: D: PMP/01/2023**
- SALARY** : R1 105 383 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** : Head Office, Pretoria
 : An appropriate recognised three- year National Diploma/Bachelor's Degree (new NQF level 6/7) in Human Resource Management or Public Administration or relevant qualification in related field. Extensive experience in the field of Human Resource Management and Development. Knowledge of the Public Service regulatory framework and regulations. Proven Experience in policy development and implementation. Understanding of the Employment Equity (EE) Act and overall knowledge of Government's transformation policies and priorities. Proven experience in implementation of Conditions of Services and Benefits. Good communication skills (interpersonal Skill, and report writing) and Stakeholder Liaison skills. Knowledge of the Public Finance Management Act, Treasury Regulations. People Management, Project Management, presentation and excellent writing and communication skills. Sufficient computer skills in the Microsoft Office Suite, e.g Excel, Word and PowerPoint. A Valid driver's license (with exception of disabled applicants).
- DUTIES** : Provide Overall strategic management and leadership in the Directorate. Provide strategic human resource advice to the OPSC. Lead the development and implementation of an effective strategy for the recruitment and retention of competent employees on a talent management. Provide overall strategic Human Resource Planning, Job Evaluation, Recruitment and Selection. Administration of Conditions of Service and Employee Benefits. Manage Performance Management and Human Resource Development. Manage Strategic Transformation interventions, Oversee Labour Relations Matters. Provide support to the Office. Analyse workplace skills plan and manage possesses to ensure successful completion of stated goals. Manage financial and human resource in the directorate. Serve as employer representative at the Departmental Bargaining Chamber.

- ENQUIRIES** : Ms AD Michael Tel No: 012 352 1241
- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the 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 for attention Mr M Mabuza or you can email your application to www.psc.gov.za
- FOR ATTENTION** : Mr M Mabuza
- NOTE** : Applications must consist of: Only a fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV 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. 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. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.
- CLOSING DATE** : 03 March 2023, 15:45pm

OTHER POST

- POST 04/135** : **SENIOR STATE ACCOUNTANT - MANAGEMENT ACCOUNTING REF NO: SSA: MA/01/2023**
- SALARY** : R331 188 per annum (Level 08), plus benefits
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma (NQF6)/B-Degree (NQF7) or equivalent qualification) with a major in Accounting/ Financial Accounting and Cost and Management Accounting up to third year level. A minimum of 2-3 years' relevant experience in the financial environment. Extensive knowledge and experience of BAS and PERSAL systems. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Financial Management. Knowledge of other Public Service procedures and prescripts applicable to your area of work. Must have a high level of computer literacy (Microsoft Excel and Word). Should possess the following skills: Ability to interpret and apply financial policies; Ability to apply technical/ professional skills; Ability to accept responsibility, and produce good quality of work; Good communication skills (written and verbal). A Valid driver's license (with exception of disabled applicants).
- DUTIES** : The successful candidate will be responsible for the following: Budget formulation-assist with the compilation and facilitating budget process (main budget and adjustment budget) in the Office. Monitor budget implementation (actual against budget)-monitor spending and receipts against expenditure and income budget respectively. Assist to consolidate and prepare supporting documents for completion of the budgeting processes (MTEF, ENE and AENE). Coordinate the process of monitoring of cash flow, revenue and expenditure and report on budget deviations (variances) to the supervisor on a

regular basis. Facilitate the process of budget shifts and virements and prepare requests to submit to the Manager. Facilitate the process of the loading of budget (MTEF), adjustment budget estimates (AENE) and budget shifts/ virements on the BAS System. Manage accounts-monitor any under/ overspending related to expenditure and report to the Manager on a regular basis. Compile and verify the accuracy of In-Year Monitoring (IYM) reports monthly and quarterly and submit to the supervisor and Manager for review. Analyse budget inputs from sections and make recommendations. Cost the operational & compensation of employee to ensure proper spending against budget. Adhere to ad-hoc requests from the Chief Financial Officer. Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements.

**ENQUIRIES
APPLICATIONS**

: Ms T Modise Tel No: (012) 352 1061
: Forward your application, stating the relevant reference number to: The Director-General, Office of the 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 for attention Mr M Mabuza or you can email your application to www.psc.gov.za

**FOR ATTENTION
NOTE**

: Mr M Mabuza
: Applications must consist of: Only a fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV 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. 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. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

CLOSING DATE

: 03 March 2023, 15:45pm