

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 representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

- 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 or apply on www.psc.gov.za
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 03 March 2023, 15:45pm
- NOTE** : Please note that the post of Director: People Management Practice which was advertised on circular 4 of 2023, is withdrawn and replaced by the below advert, applicants who applied previously are encouraged to re-apply as per the below requirements. 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, an evaluation certificate must accompany it from the South African Qualification Authority (SAQA). 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.

MANAGEMENT ECHELON

- POST 05/139** : **DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: D: PMP/01/2023**
(Re-advert)
- 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
: Post graduate Diploma/Degree in Human Resource Management or Human Resource Development/Public Administration or equivalent qualification (NQF7) 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 Recruitment and selection processes, Conditions of Services and Benefits. Good communication skills, sound interpersonal, report writing and Stakeholder Liaison skills. Knowledge of the Public Finance Management Act and Treasury Regulations. People Management, Project Management, presentation and excellent writing and communication skills. Intermediate skills in the Microsoft Office Suite. A Valid driver's license.

DUTIES

: Manage the implementation of Organisational Development, Establishment Monitoring, HR Planning and Job Evaluation processes. Manage the implementation of Recruitment and Selection processes and Administration of Conditions of Service. Manage the implementation of Performance Management and Human Resource Development strategies and policies. Manage the implementation of Employee Health and Wellness Programmes and Transformation Initiatives. Manage the implementation of Labour Relations prescripts in line with the Disciplinary Code. Lead and manage the Directorate. Serve as employer representative at the Departmental Bargaining Chamber.

ENQUIRIES

: Ms AD Michael Tel No: 012 352 1241