

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** : should be hand-delivered to the 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** : 06 March 2023 @ 12:00
- NOTE** : Applications quoting the correct reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents but the Z83 form and detailed Curriculum Vitae. Received applications using the incorrect application form (old Z83) will not be considered. The 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 the 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 POSTS

- POST 06/42** : **DEPUTY DIRECTOR: REPLICATION REF NO: CPSI/0004**
- SALARY** : R766 584 per annum (Level 11). Annual progression up to a maximum salary of R903 006 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria (Arcadia)
- REQUIREMENTS** : Relevant recognised B. Degree tertiary qualification at NQF level 7. A project management-related qualification will be an added advantage. Minimum of 10 years' work experience preferably in the Public Sector of which at least 6 years at project management level. Sound understanding and knowledge of the National System of Innovation, Public Service Act, PFMA, Regulations, and national developmental priorities. Excellent project management skills. Good communication, networking and excellent interpersonal skills. Ability to work in a team, especially within strong matrix arrangements. Stakeholder management skills. Strong analytical skills. Strong report writing and presentation skills. Willingness to travel and work extended hours.
- DUTIES** : Plan, develop, manage and monitor the replication of innovation projects, including management of budget, implementation of deliverables and reporting. Manage stakeholders. Provide institutional support on innovation. Identify project specific policy related implications and provide advice thereof. Facilitate the mainstreaming of successfully replicated projects. Personal Profile: A self-starter with strategic thinking analytical and problems-solving skills. Innovative and creative. Proactive, ability to communicate with external and internal partners. A team player.
- ENQUIRIES** : Ms Tshepo Buthelezi Tel No: (012) 683 2817
- POST 06/43** : **DEPUTY DIRECTOR: PARTNERSHIP AND STAKEHOLDER MANAGEMENT REF NO: CPSI/0005**
- SALARY** : R766 584 per annum (Level 11). Annual progression up to a maximum salary of R903 006 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria (Arcadia)
- REQUIREMENTS** : Relevant recognised B. Degree tertiary qualification in Business Management, Public Relations, Marketing and Communication, Stakeholder Management or related equivalent qualification at NQF level 7. Minimum of 10 years working experience, of which 6 years' must be in public relations and/or stakeholder relations management. Sound understanding and knowledge of the National

System of Innovation, Public Service Act, PFMA, Regulations, and national developmental priorities. Project management and coordination skills, Persuasiveness and networking skills. Good proposal and report writing skills. Experience in developing and managing social media content. Excellent communication and presentation skills. Ability to work in a team especially within strong matrix arrangements. Excellent Stakeholder management skills. Strong analytical skills. Strong report writing and presentation skills. Willingness to travel and work extended hours.

DUTIES

: Co-ordinate and establish Stakeholder relations. Develop and implement Stakeholder Management Strategy and plans. Promote participation, ownership and active involvement of stakeholders including beneficiaries of innovation projects. Coordinate and manage Memorandum of Agreements (MOA) and Memorandum of Understanding (MOUs). Conduct stakeholder mapping. Establish effective stakeholder communication channels, including social media. Personal Profile: A self-starter with strategic thinking analytical and problems-solving skills. Innovative and creative. Proactive, ability to communicate with external and internal partners. A team player.

ENQUIRIES

: Ms Tshepo Buthelezi Tel No: (012) 683 2817