

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 20 March 2023
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). An evaluation certificate must accompany foreign qualifications from the South African Qualification Authority (SAQA). 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 records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

MANAGEMENT ECHELON

- POST 08/123** : **DIRECTOR: STRATEGIC MANAGEMENT AND MONITORING AND EVALUATION REF NO: DPSA 05/2023**
- SALARY** : R1 105 383 per annum (Level 13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the state's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria.
A Senior Certificate on NQF level 04, an appropriate Bachelor Degree in Public Administration or Public Management or relevant qualification at NQF level 7. Postgraduate qualifications in Strategic Management and Monitoring and Evaluation will be an added advantage. Minimum of 5 years managerial experience at senior/middle management level and 8 years appropriate experience in Strategic Management and Monitoring and Evaluation. Pre-entry Certificate for SMS. Sound knowledge of the Constitution of the Republic of South Africa, Public Service and Administration legislation. Government Legislation including Strategic Frameworks for Monitoring and Evaluation and Strategic Management. A self-driven individual in possession of the following technical skills and competencies: Policy Development, Strategic Management, Monitoring and Evaluation, Research skills, Analytical skills,

DUTIES : Problem Solving (conceptual thinking), Report Writing, Strategic Communication, Information Management, and Computer Literacy.
 : Manage the development of internal prescripts for Strategic Management and Internal Monitoring and Evaluation as guided by national policies/frameworks. Coordinate the conducting of evaluation and impact studies. Develop electronic systems for data collection, M&E and reporting. Implement M&E governance Structures and related systems and processes. Conduct research to inform the development of the department's strategic plans. Coordinate and Compile all related documents related to Strategic Planning and M&E which include, Strategic, Annual and Operational Plans. Compile related reports for submission to the different control points and presentation to the management structures. Coordinate the Strategic and Operational Planning and Review Sessions. Coordinate the BBBEE assessment processes. Conduct assessments of the department's effectiveness and efficiency in supporting the attainment of its service delivery which include institutional and productivity measurement assessments as prescribed in the Public Service Regulations. Conduct training and capacity building for managers and staff and provide technical assistance and support. Manage the operations, systems and processes of the directorate.

ENQUIRIES : Ms. Linda Dlodla Tel No: (012) 336 1282
 E-mail your application to Advertisement0523@dpsa.gov.za

POST 08/124 : **DIRECTOR: HRD STRATEGY AND GOVERNANCE REF NO: DPSA 06/2023**

SALARY : R1 105 383 per annum (Level 13), (An all-inclusive remuneration package) Annual progression up to a maximum salary of R1 302 102 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE REQUIREMENTS : Pretoria
 : A senior certificate, an appropriate B. Degree in Human Resource Development / Human Resource Management, Public Administration / Management or relevant appropriate qualification at NQF level 7. Minimum of 5 years' experience at a middle/senior management level. Minimum of 8 years' appropriate experience in Human Resource field. Knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework. Government programs such as the National Development Plan and Key Strategic Priorities of Government. Must have understand the development of prescripts for Human Resource Development and leadership development. Human Resources Development theory and practice, Stakeholder management and coordination, strategic thinking and leadership, negotiation, analytical skills, and an understanding of the Batho Pele principles require very good diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy, conflict management, stakeholder management and coordination, and project and program management skills.

DUTIES : Manage and undertake the development of prescripts, norms, and standards; directives, circulars, frameworks, and guidelines for human resources development; and provide implementation support to the departments. Provide technical advice and support the implementation for capacity building. Coordination of and contributions made to the development of training programs with the relevant training institutions. Manage the monitoring and evaluation of compliance and impact assessments of prescripts on human resources development. Manage all the operations, systems, and processes of the directorate.

ENQUIRIES : Ms. Rhulani Makhubela Tel No:(012) 336 1108
 E-mail your application to Advertisement0623@dpsa.gov.za

OTHER POSTS

POST 08/125 : **DEPUTY DIRECTOR: BATHO PELE MANAGEMENT REF NO: DPSA 07/2023**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package) Annual progression up to a maximum salary of R903 006 is possible, subjected

to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Senior Certificate, an appropriate B. Degree in Public Administration or Management, or a relevant qualification in Social Science or Humanities at NQF Level 7. Minimum of 3 years' experience at the assistant director level, 5 years' of appropriate experience in a service delivery improvement environment. Knowledge of the Constitution of the Republic of South Africa. Government Legislative Frameworks, Public Service Legislative Frameworks and Policy, key strategic priorities of the government and good knowledge of Service Delivery Improvement Prescripts, practices and policies in government. Managerial skills: Research Capabilities, Data Analysis, Change Management, Project Management, Good presentation and facilitation skills, problem-solving skills, ability to communicate verbally and non-verbally with different stakeholders, teamwork, stakeholder management, monitoring and evaluation skills, good interpersonal skills and report writing skills.
<u>DUTIES</u>	:	To facilitate the development of frameworks, toolkits, and policies to implement the Batho Pele. Manage the implementation of the Batho Pele programmes and the development of the Batho Pele standards. Develop frameworks, toolkits, and policies to implement the Batho Pele Change Management Engagement Programme. Facilitate and coordinate the Batho Pele learning and institutional Programme. Monitor the implementation of the Batho Pele programs in the national and provincial departments. Problem-solving skills, written and verbal communication, stakeholder management skills, analytical skills, interpersonal relations, teamwork, and team corporation, Research management skills, project management skills, decision-making skills, and diversity management skills Communication and information management skills, facilitation skills, presentation skills, report writing skills, and conflict management skills.
<u>ENQUIRIES</u>	:	Ms. S.S. Moremi Tel No: (012) 336 1167 E-mail your application to Advertisement0723@dpsa.gov.za
<u>POST 08/126</u>	:	<u>ASSISTANT DIRECTOR: EVALUATION REF NO: DPSA 08/2023</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09). Annual progression up to a maximum salary of R463 764 is possible, subject to satisfactory performance.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Senior Certificate, a National Diploma / Degree in Information Systems / Information Management / Social Sciences or relevant qualification at NQF level 6/7 in the above-mentioned fields. Minimum 3 years appropriate experience in the field of Information Management / Systems Design / Compliance Monitoring and Evaluation. Knowledge of the Constitution of the Republic of South Africa. Knowledge of Public Service Legislative and Policy Framework, Government programs such as the National Development Plan; and Key Strategic Priorities of Government. Attributes: Problem solving, written and verbal Communication, Research, Conceptual thinking, Analytical skills, Interpersonal skills, Team work, Time management, Negotiation skills. Managerial Skills: Project Management, Strategic thinking and initiative, Stakeholder management and coordination, including Client Relations, Financial management, and Confidentiality. Generic Skills: Diversity management, Communication and information management, Facilitation, Conflict Management and Computer literacy. Technical skills: Norms and Standards Compliance Monitoring and reporting; Monitoring an Evaluation experience, Database development and Information management, Production of analytical reports, Visual presentations, Systems development, Business Analysis / Designs thinking / Data Analysis.
<u>DUTIES</u>	:	Conduct Research and support towards the development, implementation, and review of compliance monitoring frameworks, guidelines and tools for monitoring and ensuring compliance to Public Administration Norms and Standards. Provide assistance towards the development, design, implementation, and evaluation of PA Norms and Standards Compliance early warning system / reporting systems. Monitor and Evaluate Compliance by institutions and Report quarterly on the state of compliance to the Minimum Public Administration Norms and Standards. Facilitate and support the provision of Implementation Support to Departments.

ENQUIRIES

: Ms. M.I. Matloga Tel No: (012) 336 1626
E-mail your application to Advertisement0823@dpsa.gov.za