

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.

- APPLICATIONS** : 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 apply on www.psc.gov.za.
- CLOSING DATE** : 31 March 2023, 15H30
- NOTES** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); 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) (only when shortlisted). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency 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. 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.

OTHER POSTS

- POST 09/144** : **DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT REF NO: DD/LRI/03/2023 (X2 POSTS)**
- SALARY** : R766 584 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** : Public Service Commission House, Pretoria
: A recognized three-year Bachelor's degree/ Diploma (NQF Level 6/7) in Labour Relations/ Labour Law/ Law. 3-5 years' experience in Labour Relations, grievance resolution, legal interpretation and investigation research at supervisory/ASD level. Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management. Knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Development System and other related Public Service prescripts; experience in project management, research and monitoring and evaluation; experience in case management. Knowledge and understanding of the Constitution of the Republic of South Africa, 1996, and its application towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Computer skills in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook). Excellent report writing; interpersonal skills; verbal communication; and presentation skills. Commitment to working under sustained pressure and be self-motivated,

results oriented and show initiative. Ability to work independently and in matrix teams Knowledge of people management. Possess a valid driver's license (with exception to people with disabilities) and be willing to travel extensively and ability to relate well with all levels of stakeholders.

DUTIES : Investigate grievances through evaluation, research, analysis and draft investigative reports. Present grievance reports to the Commission; attend and provide support to the work related to the management of grievance reports and outcomes. Monitor the implementation of PSC recommendations. Manage the grievances management system, database and Sharepoint. Manage Labour Relations projects; conduct research and draft articles. Conduct Labour Relations research projects in the Departments. Conduct Labour Relations promotional events or the Commission's work in general.

ENQUIRIES : Mr L Yekwa Tel No: 012 352 1140

POST 09/145 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD/SCM/03/2023**

SALARY : R766 584 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 : Public Service Commission House, Pretoria
: An appropriate recognized three-year Bachelor's degree NQF level 7 or equivalent qualification in Supply Chain Management, Public Administration, Financial Management or related field. Minimum of 3 years in Supply Chain experience at supervisory/ management level ASD. Extensive knowledge of legislation regulating Supply Chain Management (SCM). Extensive knowledge of regulatory frameworks such as PFMA, Treasury Regulations, PPPFA, B-BBEE Act, SCM policy frameworks and Asset Management Frameworks. Working knowledge of BAS and LOGIS. Extensive experience in the field of logistical support, preferential procurement, asset management, the management of human resources. Knowledge of budgeting and finance. Management and supervision of subordinates. Customer relationship and change management skills. Effective communication (both written and verbal) skills. Computer literacy (MS Excel, MS Word and MS PowerPoint). Ability to interact with stakeholders at all levels within the department. Report writing skills. Problem solving skills (decision-making). Planning, organizing and analytical skills. Skills in managing bid committees. Possess a valid driver's license (with exception to people with disabilities) and be willing to travel extensively and ability to relate well with all levels of stakeholders. Note: In addition to interview shortlisted candidates may be subjected to a written practical test on Public Procurement (SCM) to assess knowledge and understanding.

DUTIES : Manage the implementation of the Supply Chain Management system. Manage the functional operation of Demand Management unit. Manage the functional operation of Asset Management unit. Manage the functional operation of the Logistics and Disposal Management unit. Manage all the administrative functions required with respect to Financial and people Management.

ENQUIRIES : Mr S Tshatshelo Tel No: 012 352 1106

POST 09/146 : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER REF NO: SAO/COM/03/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : Mpumalanga Provincial Office
REQUIREMENTS : Ideal Candidate Profile: A three year post matric qualification (National Diploma or Bachelor's Degree) in Social Sciences, Public Administration/Management or Human Resource Management (NQF Level 6/7). At least 2 – 3 years' relevant experience. Advanced computer literacy in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with Integrity. Must be willing to occasionally work after hours. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as

part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation and a valid driver's license (with exception of people with disabilities).

DUTIES

: The successful candidate will: render administrative support to the Commissioner. Provide secretary and personal assistant services to the Commissioner. Control expenditure in the Office of the Commissioner. Coordinate information for the Commissioner's reporting and cluster commitments. Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports. Administer office correspondence/ documents/reports. Make travel and accommodation arrangements and processing claims thereof. Draft and type correspondence/documents including PowerPoint presentations. Maintain and manage the filing system. Organise meetings/ workshops and take minutes during meetings. Administer the Commissioner's diary. Act as a receptionist for the Commissioner and the Office. Liaise with internal and external stakeholders on behalf of the Commissioner Provide administrative support to the Provincial; Office Participate in the programmes of the Public Service Commission.

ENQUIRIES

: Ms S Meso Tel No: 013 755 4070/1