

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** : 21 April 2023, 15H30
- NOTE** : 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 12/83** : **DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGY, PLANNING, AND INFORMATION MANAGEMENT REF NO: DD/HRSPIM/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 National Diploma or Degree NQF level 6/7 or equivalent qualification in Human Resource Management or equivalent. Minimum of 3-5 years in Human Resource Management experience at supervisory/ management level ASD. Extensive knowledge of legislation regulating Human Resource Management (HRM). Extensive knowledge of regulatory frameworks such as Public Service Act, Public Service Regulations, Public Service Regulatory Framework governing Human Resource Management Practices, Employment Equity Act, HRM related policies, systems and processes, procedures and best practice. Extensive experience in the field of Human Resource Planning, Recruitment and Selection, Job Evaluation, Conditions of Service, Policy Development. Working knowledge and experience of PERSAL. Management and supervision of subordinates. Customer relationship skills, project management skills, presentation skills, change management skills, Report writing skills, Problem solving skills (decision-making), Planning, organizing and analytical 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. Possess a valid driver's license (with exception to people with disabilities) and be willing to travel. Ability to relate well with all levels of stakeholders.

DUTIES : Key performance areas: Responsible for strategic positioning and support to senior management in the following areas: Human Resource Planning, Job Evaluation, Conditions of Services, Information Management, Policy Development, Recruitment and Selection. Improving HR policies, systems, processes, and procedures. Ensure effective and operational efficiency of resource management including (HR, finance and Assets) of the component. Ensure balanced and holistic approach/effort in managing an HR management functions. Proactively building sound relationships with key stakeholders.

ENQUIRIES : Ms D Michael Tel: 012 352 1201 or 012 352 1068

POST 12/84 : **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/MP/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 : Mpumalanga Provincial Office
: An appropriate recognized three-year bachelor's degree NQF level 7 in the field of Social Sciences / Public Administration / Development Studies. A post-graduate qualification (NQF level 8) will be an added advantage. 3-5 years' experience in Public Service Monitoring and Evaluation, Research, projects' management, Administrative, Promotion and Advocacy experience. Research and development of Public Administration Practice. Strong Technical competence and proven experience in research, research design, data analysis and Monitoring and Evaluation methods – minimum of 3 years. Knowledge of Public Management, Administration, Human Resource Management Practices including Labour Relations, Ethics Infrastructure, Corporate Governance and Financial Management. Thorough understanding of Government administration. Good report writing, presentation and analytical skills. People management, project management and communications skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities) and be willing to travel and work extensively both in a team and with minimal supervision. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how the post supports the role of the Public Service Commission (PSC) regarding CVPs.

DUTIES : Key performance areas: Conduct service delivery inspections and research. Statistical reporting, data collection and analysis. Conduct Citizens forum and other stakeholder engagements. Promote Constitutional Values and Principles in the Province. Conduct monitoring and evaluation of Departmental quarterly and annual performance in the compliance to Constitutional Values and Principles. Provide support in conducting research on Leadership and Human Resource Practices in the Public Service. Provide support to the Organisation through participation in various committees of the Organisation. Evaluate the performance of the Mpumalanga Provincial Public Service using indicators and standards for each of the CVPs in Section 195 of the Constitution. Design and develop research projects' proposals and/or project plans. Conduct monitoring and evaluation and research on the Public Administration as per the Mandate of the PSC. Evaluate Public Administration practices in the Provincial Departments and develop solutions to identified challenges. Conduct service delivery investigations and inspections. Conduct Research in Human Resource Management and Development Practices and develop solutions to identified challenges. Assist with investigations of grievances and complaints submitted to the PSC. Assist in managing and conducting Public Administration Investigations as well as professional ethics. Draft reports emanating from the key performance areas, including the report on the Compliance of the Constitutional Values and Principles (Section 196).

ENQUIRIES : Ms Salome Meso Tel No: 013 755 4070/1

POST 12/85 : **ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT REF NO: ASD/POS/NW/03/2023**

SALARY : R393 711 per annum (Level 9)
CENTRE : Public Service Commission North West Provincial Office, Mmabatho
REQUIREMENTS : Ideal Candidate Profile: A National Diploma/Degree (New NQF Level 6 or 7) in the field of Social Sciences, Labour Relations/Law/Public Administration/Management and or Human Resources. 2-3 years' experience as Administrative Officer or equivalent experience in a related field, including in the private sector. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. 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. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license (with exception of disabled applicants).

DUTIES : Key Performance Areas: Provide support in conducting investigations of Grievances and Complaints emanating from the Provincial Departments. Management of cases from National Anti-Corruption Hotline. Collecting and Consolidating the six-monthly grievance reports from Provincial Departments. Advocacy (i.e. Workshops in Grievance and other LR related Matters). Advocacy, Monitoring and Evaluation of adherence by Provincial Departments to the Constitutional Values and Principles Governing Public Administration and Professional Ethics. Research Projects. Conduct Service Delivery Inspections. Monitoring of 30 Day Payment by North Provincial Departments. Collating information relating to financial misconduct from the Provincial Departments. Management of Financial Disclosure Framework in the Province. Compiling bi-annual report in the implementation of the PSC recommendations. Attend to ad hoc functions as may be directed by management. Corporate service support to the Office and Commissioner.

ENQUIRIES : Mr JL Mautlwa Tel: 018 348 1000

POST 12/86 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: ASD/HRP/03/2023**

SALARY : R393 711 per annum (Level 9)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : An appropriate recognized three-year National Diploma or Degree NQF level 6/7 or equivalent qualification in Human Resource Management or equivalent. Minimum of 3-5 years as Senior Human Resource Practitioner. Extensive knowledge of legislation regulating Human Resource Management (HRM). Extensive knowledge of regulatory frameworks such as Public Service Act, Public Service Regulations, Public Service Regulatory Framework governing Human Resource Management Practices, Employment Equity Act, HRM related policies, systems and processes, procedures and best practice. Experience in the field of Human Resource Planning, Recruitment and Selection, Job Evaluation and Policy Development. Management and supervision of subordinates. Customer relationship skills, project management skills, presentation skills, change management skills, Report writing skills, Problem solving skills (decision-making), Planning, organizing and analytical 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. Possess a valid driver's license (with exception to people with disabilities) and be willing to travel.

DUTIES : Key performance areas: Responsible for developing and implementing the Human Resource Plan of the OPSC. Evaluating posts in the OPSC. Managing the advertising, Recruitment and Selection processes. Managing the recruitment database. Advising senior management of Job Evaluation, Employment Equity and Recruitment and Selection matters. Ensure that the recruitment and selection strategy is aligned with the Employment Equity, Policy Formulation, Implementation, Monitoring and Evaluation

ENQUIRIES : Ms D Michael Tel: 012 352 1201/ 012 352 1068