

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 representativity (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** : 08 May 2023, 15H30
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); it must be accompanied by copies of qualifications, Identity Document and driver's license. 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). 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 POST

- POST 13/54** : **ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT REF NO: ASD: POS/WC/03/2023**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Public Service Commission Western Cape Provincial Office, Cape Town
- 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. 2 – 3 years' technical experience in M&E and Research/Investigations/Ethics Management at salary level 7/8 or equivalent. 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** : 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 Western Cape 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 WT Wilkinson Tel No: 021 421 3980