

## 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.*

<b><u>CLOSING DATE</u></b>	:	22 May 2023
<b><u>NOTE</u></b>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . 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). Foreign qualifications must be accompanied by an evaluation certificate 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> .

## MANAGEMENT ECHELON

<b><u>POST 15/115</u></b>	:	<b><u>DIRECTOR: CAPACITY AND FUNCTIONALITY AUDITS REF NO: DPSA 11/2023</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Senior Certificate on NQF level 04, an appropriate Bachelor Degree in Public Administration or related qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years at a Senior/Middle management level. Minimum of 8 years appropriate experience in Monitoring and Evaluation and/or compliance audits. Sound knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislation and policy framework, Government programmes such as the National Development Plan, Outcome 12, Key Strategic Priorities of Government, Knowledge of Public Service Policy Framework, and development processes. A self-driven individual in possession of the following technical skills and competencies: Policy Development and Analysis, Institutional Development, Design of Monitoring and Evaluation tools and systems (including tools for compliance auditing), Monitoring and Evaluation. Research skills, Problem Solving, Decision Making, Negotiation, Facilitation, Presentation, Conflict Management, Report Writing and Computer Literacy. The candidate must possess competencies in strategic management and leadership, programme and project management, human resource management, stakeholder

management and intergovernmental relations, planning and organising, as well as attributes such as communication, interpersonal relations, teamwork, initiative, openness and transparency, and analytical skills, in addition to holding a Senior Management Service Pre-entry Certificate

**DUTIES** : Develop and maintain policies, norms, and standards for capacity building initiatives aimed at enhancing the implementation of Public Administration norms and standards in government institutions, and advise the Minister on the required capacity building initiatives to address gaps and weaknesses identified through the capacity and functionality audits. Manage and develop prescripts (Policies, Norms and Standards, Directives, Circulars, Frameworks, Guidelines etc. for capacity and functionality of institutions to develop and comply with Public Administration norms and standards. Manage and develop prescripts for audit of skills by institutions to develop and implement Public Administration norms and advice on capacity building initiatives. To manage the implementation of capacity and functionality audits of skills, systems, and processes in government institutions to develop norms and standards. Manage the provision of technical implementation support to address the weaknesses and gaps identified through the Capacity and Functionality Audits of skills, systems, and processes. Manage the Monitoring and Evaluation processes. Manage all the operations, systems, and processes of the directorate.

**ENQUIRIES APPLICATIONS** : Dr. Halima Khunoethe Tel No: (012) 336 1226  
: 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. E-mail your application to Advertisement112023@dpsa.gov.za

#### **OTHER POSTS**

**POST 15/116** : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT REF NO: DPSA 13/2023**

**SALARY** : R958 824 per annum (Level 12), (an all-inclusive remuneration package), Annual progression up to a maximum salary of R1 125 825 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 or equivalent qualification in ICT at NQF level 7, or related qualification in the above-mentioned fields. Minimum of 2 years' experience at a middle management level. Minimum of 5 years' technical experience in an ICT environment. 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, Key Strategic priorities of Government. Must have sound understanding of operations management; Understanding of data and information management theory and practice, Project Management; Understanding of Digital transformation, and Batho Pele Principles. Very good written and verbal communication, report writing, managing interpersonal conflict and problem solving, stakeholder management and coordination, financial management, project and program management, negotiation and presentation skills, initiative, and develop prescripts for information management.

**DUTIES** : To develop prescripts on data and/or information management, support the implementation of the prescripts by national and provincial departments through the provision of technical advice, support, and capacity building. Monitor compliance and undertake the evaluation and impact assessment. Render advice and review such prescripts (policies, norms and standards, directives, circulars, frameworks, and guidelines) pertaining Information Management. Development and maintenance of Systems such as collection of data and analysis. Manage all the operations, systems, and processes of the Directorate. Provide advice and support to the MPSA, Cabinet, Parliament, and other internal and external stakeholders. the Public Administration.

**ENQUIRIES** : Mr. N. Ntsimane Tel No: (012) 336 1287

- 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. E-mail your application to [Advertisement132023@dpsa.gov.za](mailto:Advertisement132023@dpsa.gov.za)
- POST 15/117** : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION NORMS AND STANDARDS ENFORCEMENT AND COMPLIANCE REF NO: 12/2023**
- SALARY** : R811 560 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R952 485 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria  
: An appropriate B. Degree in Public Administration or equivalent qualification at NQF level 7 in the field. Minimum of 3 years' experience at an Assistant Director (ASD) level (Middle Management) or equivalent. Minimum 5 years' appropriate experience in enforcing compliance or compliance monitoring. Must have the following competencies: Managerial skills, decision making, stakeholder management, change management, project and program management, research, diversity management, negotiation and facilitation, Generic problem solving, decision making, interpersonal relations, presentation, report writing, computer literacy and conflict management. Technical skills: services delivery theory and practice, compliance & enforcement, monitoring and evaluation and systems design. Knowledge of the Constitution of the Republic of South Africa, Government legislation, Public Service legislative and policy framework, Government programs such as the NDP, Key strategic priorities of Government, and sound understanding of operations management and the ability to travel when required.
- DUTIES** : To develop and implement prescripts for the enforcement of compliance with Public Administration norms and standards. To develop and implement templates to issue directions for improvement, enforcement response plans and compliance orders, to improve compliance to Public Administration norms and standards. Support the monitoring and enforcing of compliance by departments and other relevant institutions and assist with reporting to the Minister for the Public Service and Administration. Provide technical and implementation support to institutions with a focus on improving compliance.
- ENQUIRIES APPLICATIONS** : Mr. Kuben Govender Tel No: (012) 336 1581  
: 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. E-mail your application to [Advertisement122023@dpsa.gov.za](mailto:Advertisement122023@dpsa.gov.za)
- POST 15/118** : **LIBRARIAN REF NO: DPSA 14/2023**
- SALARY** : R294 321 per annum (Level 07). Annual progression up to a maximum salary of R343 815 per annum is possible subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Pretoria.  
: A Senior Certificate, a National Diploma/Degree in Librarian/Information Science or Knowledge Management at NQF Level 6. Minimum of 2 years' experience in a Library environment. Knowledge of Change Management, Knowledge Management, Project Management, the Access to Information Act, and Knowledge of the Operating Library's Management Applications (Inmagic, Lexis Nexis, and SABINET) and Hardware Computer Literacy. Ability to work under stress during peak workload periods. Ability to consistently demonstrate professional behaviour, formulate ideas, and clearly communicate ideas to others. Good client orientation and customer focus. Good communication skills (verbal and written) and innovation skills.
- DUTIES** : To develop and implement library and knowledge management processes, policies, and procedure. Support employees when looking for reading or research materials. Managing inquiries over the counter via email or telephone. Provide support to plan and coordinate regular knowledge management

activities. Set up new account and issue library cards and maintain library equipment in a proper working order. Maintain records of new and used items received, issued, stored, and returned, and file according to library system. Provide office administration support service and coordinate unit meetings and serve as a secretary. Review library subscriptions and quotes from suppliers. Generate reports and ordering equipment and stationery.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms. T.T. Stuurman Tel No: (012) 336 1227
- : 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. E-mail your application to Advertisement142023@dpsa.gov.za