

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.

<u>CLOSING DATE</u>	:	29 May 2023
<u>NOTE</u>	:	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). 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: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ .

MANAGEMENT ECHELON

<u>POST 16/102</u>	:	<u>DIRECTOR: INSTITUTIONAL ASSESSMENTS REF NO: DPSA 15/2023</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Senior Certificate on NQF level 04, an appropriate Bachelor Degree in Public Administration / Management / Management Services or Operations Management or related qualification at NQF 7. Minimum of 5 years at a middle / senior management level. Pre-entry Certificate for SMS. Minimum 8 years appropriate experience in Organisational Development and / or Operations Management. Attributes: problem solving, decision making, diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy and conflict management. Managerial Skills: decision making, problem solving, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, analytical skills, teamwork, confidentiality, financial management, human resources management, research, change management, project and program management. Technical Skills: policy development, institutional performance theory and practice and monitoring and evaluation. Knowledge of the Constitution of the Republic of South Africa, Government Legislative Framework, Public Service Legislative and Policy Framework, Government programs of action such as the National

<u>DUTIES</u>	: Development Plan, Key Strategic Priorities of Government and Sound understand of Operations Management. : To manage and facilitate the development and implementation of Organisational Functionality Assessment prescripts. Manage the development of prescripts for Organisational Functionality Assessments, including providing guidance on the development of prescripts. Manage the provision of implementation support to departments, including requesting for approval for implementation support to departments and responses to enquiries processed to the relevant approval authority within the DPSA, projects undertaken to improve organisational functionality within departments, technical support and provide advice as required. Manage the monitoring and reporting on compliance with Organisational Functionality Assessment Prescripts and implementation progress, including systems (e.g., collection and analysis of data) to monitor compliance developed and maintained assessment of government services conducted and data base of services and service typology developed and maintained, evaluation and impact studies conducted as required. Manage all the operations, systems and processes of the directorate, including information, advice and support provided to the MPSA, Cabinet, Parliament and other internal and external stakeholders, systems for the effective and efficient functioning of the directorate developed and maintained, directorate performance agreements, probation reports, mid-year and annual assessment submitted by the stipulated due dates.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. Marcel Wilson Tel No: (012) 336 1004 : 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 Advertisement152023@dpsa.gov.za
<u>POST 16/103</u>	: <u>DIRECTOR: EMPLOYMENT MANAGEMENT REF NO: DPSA 17/2023</u>
<u>SALARY</u>	: 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.
<u>CENTRE REQUIREMENTS</u>	: Pretoria : A Senior Certificate on NQF level 04, an appropriate Bachelor Degree in Human Resource Management / Public Administration/Management or related qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years at middle/senior management level. Minimum 8 years appropriate experience in Human Resource Management field. 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, Key Strategic Priorities of Government and sound understanding of operations management. Managerial skills: Decision making, Problem solving, written and verbal communication, stakeholder management and coordination, negotiation, strategic thinking and leadership, analytical skills, interpersonal relations, teamwork, confidentiality, financial management, human resources management and research. Generic skills: diversity management, communication and information management, facilitation, presentation, report writing, computer literacy and conflict management. Technical skills: employment management theory and practice and human resources management.
<u>DUTIES</u>	: Manage and undertake the development, review and implementation of policies, norms, standards, process, and systems on Employment Management, including policies, norms and standards, processes and systems for Employment Management developed in line with the standards and submitted for approval by the relevant approval authority. Provide technical advice, support, and capacity building on the application and implementation of policies, norms, standards, processes, mechanisms, legislative requirements and systems on Employment Management, including interventions undertaken to support the implementation of and compliance with Employment Management prescripts., technical support and capacity building provided as required. Conduct monitoring and evaluation of compliance and impact assessments of prescripts on Employment Management, including

systems (e.g. collection and analysis of data) to monitor compliance developed and maintained. Manage all the operations, systems, and processes of the directorate including contributing to the Chief directorate's service delivery model, service delivery standards and service delivery improvement plans and related reports for submittance by the stipulated due dates, participate in transvers tasks / project teams and work groups as required / prescribed.

ENQUIRIES
APPLICATIONS

- : Mr. Edward Harris Tel No: (012) 336 1520
- : 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 Advertisement172023@dpsa.gov.za