

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.

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: Advertisement182023@dpsa.gov.za

CLOSING DATE : 20 June 2023

NOTE : 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.

OTHER POST

POST 19/66 : **ASSISTANT DIRECTOR: COORDINATION AND EXECUTIVE SUPPORT**
REF NO: DPSA 18/2023

SALARY : R424 104 per annum (Level 09). Annual progression up to a maximum salary of R508 692 per annum is possible, subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : An appropriate B. degree or equivalent qualification at NQF level 6. Minimum of 3 years' experience. Knowledge of 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, Sound knowledge of the respective communication media, knowledge of Political and Parliamentary process in SA, knowledge and understanding of the functional; areas covered by the Executive Authority. Managerial Skills: Decision making, Problem solving, written and verbal communication, Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, Teamwork, Confidentiality, Financial Management, HR Management, Research, Change Management, Project and program management. Generic Skills: Diversity management, Facilitation, Negotiation, Presentation, Report writing, Computer literacy and conflict management.

DUTIES : To create an enabling environment for effective and efficient administration and governance of the Department. To provide administrative and Secretariat Support Service to the Office of the Director-General. To provide strategic support in the effective functioning of the Departmental Governance Structures. To provide support to the Chief Director: Office of the Director-General.

ENQUIRIES : Ms. Nokhuselo Maku Tel No: (012) 336 1343