

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 apply on www.psc.gov.za.
- CLOSING DATE** : 28 July 2023, 15H45.
- NOTES** : 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); 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 successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. 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. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). 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 22/178** : **OFFICE MANAGER TO THE CHAIRPERSON REF NO: OMC/06/2023**
- SALARY** : R424 104 per annum (Level 9)
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: A National Diploma/Degree (New NQF Level 6/7) in the field of Office Management/ Public Administration or an equivalent qualification. At least 3 to 5 years' experience in the public sector of which at least three years must involve providing high-level administrative support services to executive management and with supervisory experience. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Excellent interpersonal relations. Ability to interact with high profile stakeholders regarding events and projects. Must be able to conduct basic research and draft high quality documents and reports. Must have the ability to arrange Visas, overseas travel and collection of information. Must have the ability to manage and provide logistical as well as administrative support for meetings. Must have good organising and management skills. Must have financial management acumen. Must have excellent written skills and ability to produce documents and reports of high quality. Must have excellent project and stakeholder management skills. Must have excellent organisational and planning skills with the ability to work on multiple projects simultaneously,

have effective oral and written communication skills, have a sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Must be creative, motivated, self-driven, results-oriented and have initiative. Ability to work both independently and as part of a team. Ability to multitask and ability to function in a pressurised environment. Must have a valid driver's license. The successful candidate will be vetted and must receive a security clearance on the level of "secret". Failure to meet this criterion may lead to the termination of the employment contract. The conduct and honesty of the successful candidate must be beyond reproach.

DUTIES

: Key Performance Areas: Provide high-level administrative and effective executive office management support service to the Chairperson. Conduct basic research and prepare high quality documents and reports for the Chairperson. Handle all communications and keep the Chairperson's office highly organised. Maintain efficient document and records management system in the Chairperson's office. Supervise subordinates. Coordinating the Chairpersons engagements with internal and external stakeholders. Ensuring that support is provided to governance structures

ENQUIRIES

: Adv. LE Cronje Tel No: 012 352 1376