

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.

- APPLICATION** : 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.
- CLOSING DATE** : 17 July 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 will be subjected to personnel suitability checks on criminal records, citizenship 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 be required to undergo a security clearance within one month of appointment.

OTHER POSTS

- POST 22/184** : **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT AND INNOVATION**
REF NO: DPSA 20/2023
- SALARY** : R811 560 per annum (Level 11). (An all-inclusive remuneration package) Annual progression up to a maximum salary of R952 485 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** : Pretoria.
- REQUIREMENTS** : A Senior Certificate on NQF level 4, a B. Degree in Knowledge Management, or a related qualification at NQF level 7 in the above-mentioned field. Minimum of three (3) years' experience at an Assistant Director level. Minimum of five (5) years' experience in Knowledge Management and Innovation environment. 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 Development Plan, Key Strategic Priorities of Government. Decision making, problem solving, written and verbal communication, stakeholder management and coordination, interpersonal relations, negotiation, strategic thinking and leadership, analytical skills, confidentiality, financial management, human resources management and research, teamwork, confidentiality, change management, and project and program management Diversity management, information management, report writing, computer literacy, and conflict management. Technical skills: policy development, research, knowledge management, innovation, monitoring and evaluation, programme and project management, and a basic understanding of IT technical systems.
- DUTIES** : To Develop and implement the prescripts of Knowledge Management and Innovation within the public service (policies, norms and standards, directives,

circulars, frameworks, and guidelines). Develop, implement, and submit prescripts for approval by the relevant approval authority. Develop and provide policy Implementation Support for Knowledge Management and Innovation to departments within the Public Service. Provide technical support and advice on Knowledge Management and Innovation interventions as required and provide capacity building and/or contributions to capacity development programs on Knowledge Management and Innovation by the relevant institutions. To develop and implement the monitoring of implementation and compliance mechanisms with Knowledge Management and Innovation prescripts within the public service. To monitor compliance with Knowledge Management and Innovation prescripts by national and provincial departments and remedial measures of Knowledge Management and Innovation communicated to the relevant departments for improvements implemented. To develop and implement all the operations, systems, and processes of the Sub-Directorate Knowledge Management and Innovation, including information, advice, and support on Knowledge Management and Innovation prescripts and capabilities for the MPSA, Cabinet, Parliament, and other internal and external stakeholders provided by or implemented by the Sub-Directorate. To develop and implement annual and Operational Plans and related monthly, quarterly, and annual reports developed and submitted by the stipulated due dates.

ENQUIRIES

:

Ms. Vuyokazi Jezile Tel No: (012) 336 1214.

E-mail your application to Advertisement202023@dpsa.gov.za