

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email applications@presidency.gov.za
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 21 July 2023 at 16:30
- NOTE** : Reference number is the post number. Applications must include only TWO (2) documents. A completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-Entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by 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/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates. Successful candidates will be subjected to reference checks. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The Successful candidate will be required to sign a performance agreement with the Department.

MANAGEMENT ECHELON

<u>POST 23/140</u>	:	<u>HEAD OF POLICY RESEARCH AND SERVICES</u>
<u>SALARY</u>	:	R1 663 581 per annum (Level 15), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior certificate plus an appropriate Hons Degree/ or equivalent (NQF level 8). Minimum of 8-10 years' SMS experience. Process competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Problem solving and analysis. Knowledge management. Core competencies: Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management. Knowledge: In depth understanding of the Public Service Regulatory Framework. Good understanding of government policies, programmes, strategies, projects and plans. Public Service Regulatory Framework. Government systems. Good knowledge and ability to use appropriate research methodologies. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and reviews techniques.
<u>DUTIES</u>	:	Provide policy support and advice to the Political Principals in The Presidency. Facilitate policy coordination in government through the Cabinet system and FOSAD. Liaise with Senior Officials responsible for research and policy development in government as well as Think Tanks and Research Institutions to identify research gaps and outcomes that impact on public policy and use such to make recommendations on interventions required. Provide technical support to the structures chaired by the President and Deputy President. Conduct socio-economic impact assessments in respect of policy outcomes.
<u>ENQUIRIES</u>	:	Mr Thabiso Moloi Tel No: (012) 300 5866
<u>POST 23/141</u>	:	<u>DIRECTOR: SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM (SEIAS)</u> Branch: Policy Research and Services
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive package) which consist of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior certificate plus an appropriate Degree in Public Management or equivalent qualification (NQF level 7). Minimum of 5 years' MMS experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Reliability. Service delivery innovation. Willing to work extended hours, when necessary. Initiative. Problem solving and analysis. Knowledge management. Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management. Knowledge: In depth understanding of the Public Service Regulatory Framework. Good understanding of government policies, programmes, strategies, projects and plans. Public Service Regulatory Framework. Government systems. Good knowledge and ability to use appropriate research methodologies. Monitoring and evaluation methods, tools and techniques. Knowledge of public policy analysis and reviews techniques.
<u>DUTIES</u>	:	Provide guidance and support to departments in implementing SEIAS. Analyse and quality assure SEIAS reports of Departments. Consolidate SEIAS implementation to Provinces and Municipalities. Facilitate institutionalisation of evidence based policy development by government departments in line with the National Policy Development Framework of 2020.
<u>ENQUIRIES</u>	:	Ms Lucia Mphahlele Tel No: (012) 300 5865
<u>POST 23/142</u>	:	<u>SENIOR POLICY ANALYST</u> Branch: Policy Research and Services
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive package) which consist of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior certificate plus an appropriate Degree in Public Management or equivalent qualification (NQF level 7). Minimum of 5 years' MMS experience.

Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Reliability. Service delivery innovation. Willing to work extended hours, when necessary. Initiative. Problem solving and analysis. Knowledge management. Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management. Knowledge: In depth understanding of the Public Service Regulatory Framework. Good understanding of government policies, programmes, strategies, projects and plans. Public Service Regulatory Framework. Government systems. Good knowledge and ability to use appropriate research methodologies. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and reviews techniques.

DUTIES

: Provide the best evidence based advice to support high quality decisions by making available accurate, timely, and relevant data and information. Provide support in the coordination and integration of policy development, formulation, and implementation and in the co-ordination of functions of state departments and administrations. Drive cross cutting policy priorities. Provide content, technical and strategic support in the structures lead by the Principals. Conducting research, analysis, reviews, reports, recommendations.

ENQUIRIES

: Ms Lucia Mphahlele Tel No: (012) 300 5865