

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** : 31 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 submit 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

- POST 24/84** : **DEPUTY DIRECTOR–GENERAL: NEGOTIATIONS, LABOUR RELATIONS, AND REMUNERATION MANAGEMENT REF NO: DPSA 23/2023**
- SALARY** : R1 663 581 per annum (Level 15). 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.
- CENTRE REQUIREMENTS** : Pretoria
: A Senior Certificate, an undergraduate qualification and a postgraduate qualification in Labour Relations related field (NQF Level 8) as recognized by SAQA. An Economics/ Labour Law qualification will be an added advantage. A minimum of 8 years' experience at a Senior Managerial level and a minimum of 10 years proven experience in Labour Relations and/or wage/salary negotiations related fields. Knowledge of the Constitution, Government Legislative Framework, Public Service Act and related Regulations, Public Administration Management legislative and policy framework. Government Programmes such as the National Development Plan and Outcome 12. Key Strategic Priorities of Government and Intergovernmental Relations. Skills: Problem solving, decision-making, diversity management, communication and information management, interpersonal relations, facilitation, negotiation,

presentation, report writing, computer literacy, and conflict management. Competencies: Strategic capability and leadership; programme and project management; financial management; change management; people management; and empowerment.

DUTIES : Manage and oversee the development and implementation of policies, norms and standards, strategies, processes, and systems on organizational development, job grading, and Macro-Organising of the state. Manage and oversee the development and implementation of policies, norms and standards, strategies, processes, and systems on remuneration management, employment conditions, and HR systems. Manage and oversee the development and implementation of policies, norms and standards, strategies, processes, and systems on negotiations, labour relations, and dispute management. Manage and oversee the development and implementation of policies, norms and standards, strategies, processes, and systems on government employee housing scheme. Manage the operations, systems, and processes of the Branch.

ENQUIRIES : Ms. Karien Beckers Tel No: (012) 336 1570
E-mail your application to Advertisement232023@dpsa.gov.za

POST 24/85 : **CHIEF DIRECTOR: E-ENABLEMENT AND ICT SERVICE INFRASTRUCTURE MANAGEMENT REF NO: DPSA 24/2023**

SALARY : R1 371 558 per annum (Level 14). 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.

CENTRE REQUIREMENTS : Pretoria
: A senior certificate, an appropriate B. Degree in ICT or equivalent qualification at (NQF level 7) in an ICT related field as recognised by SAQA. Minimum of 5 years' experience at a senior management level. Minimum of 10 years' experience managing ICT infrastructure operations and projects. Minimum of 5 years' experience (at a Senior Management level) managing information system deployment projects / information system maintenance projects. Must demonstrate experience in the development and monitoring the compliance of Public Sector policy instruments. Must have experience managing the budgets, expenditure, and human resource processes within medium to large team. Must have a sound understanding of the Public Service ICT landscape, Project and Program Management and an advanced understanding of Information Technology management practices. Very good diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, Computer literacy, conflict management, stakeholder management and coordination skills.

DUTIES : To manage and ensure the development and implementation of prescriptions for e-Services and ICT infrastructure management. To support the implementation of the prescriptions (policies, norms, and standards, directives, circulars, frameworks, and guidelines) developed and reviewed in line with the departmental standards and submitted for approval by the relevant approval authority, to oversee national and provincial departments' monitoring and compliance; to oversee the execution of evaluation and impact studies; and to manage the operations, systems, and processes of the chief directorate.

ENQUIRIES : Mr. Zaid Aboobaker Tel No: (012) 336 1059
E-mail your application to Advertisement242023@dpsa.gov.za

OTHER POST

POST 24/86 : **SUPPLY CHAIN MANAGEMENT SUPERVISOR: ASSET REF NO: DPSA 25/2023**

SALARY : R294 321 per annum (Level 07). Annual progression up to a maximum salary of R343 815 per annum is possible subject to satisfactory performance.

CENTRE REQUIREMENTS : Pretoria
: A Senior Certificate (Grade 12) or related NQF Level 4 qualification. Three (3) years' experience in an Asset Management environment. Knowledge of Supply Chain. Management framework and principles. Knowledge of Code of conduct for SCM practitioners. Knowledge of procurement policies, practices, and procedures. Attributes: Analytical, Communication, Interpersonal Relations,

Teamwork, Initiative, Openness and transparent. Generic Skills: Client orientation and customer focus, Problem solving, Decision making, Communication and information management, Interpersonal and computer literacy. Technical skills: Computer Skills (SCM Systems), Planning and organization, Language, Good verbal, and written communication skills.

DUTIES

: Administer Asset Management: authorise requests or functions on LOGIS, create new ICNs, oversee asset management ensuring that the right procedures are followed, and deal appropriately with assets queries. Control Asset Management functions: conduct / do asset verification and verify the departmental asset registers, ensure that they are filled, facilitate and coordinate bi-annual asset verification and spot checks, verify the subordinates Asset Reports/ registers, reconcile and scrutinize discrepancies, follow up on discrepancies until concluded. Compile Management Reports: perform monthly reconciliation on BAS / LOGIS and avail documents to the auditors. Maintaining Accurate Records for Reporting: identify assets for disposal, dispose assets physically and on LOGIS, movement of assets, file documents and approve the disposed assets on LOGIS. Supervise Human Resources / Staff: allocate and ensure quality of work, personal development, assess staff performance, apply discipline, provide training for new and old employees, and support the Supervisor and Supervisees.

ENQUIRIES

: Ms. Girly Moshatane Tel No: (012) 336 1440
E-mail your application to Advertisement252023@dpsa.gov.za