

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** : 14 August 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/dpsa2q/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 26/93** : **DIRECTOR: ICT GOVERNANCE REF NO: DPSA 26/2023**
- SALARY** : R1 162 200 per annum (Level 13). 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 on NQF level 04, a B. Degree in ICT or related qualification within the above-mentioned field (at NQF level 7) as recognised by SAQA. Minimum of 5 years at a middle / senior management level. Minimum 8 years appropriate experience in the ICT environment. Pre-entry Certificate for SMS. Knowledge of the Constitution of the Republic of South Africa, the Government Legislative Framework, the Public Service Legislative and Policy Framework, The Corporate Governance of ICT Policy framework (CGICTPF), Government programs of action such as the National Development Plan, Key Strategic Priorities of the government, and a sound understanding of Operations management Knowledge and experience with best practices and frameworks such as COBIT, ITIL, VAIT, ISO, etc. Problem-solving, verbal and written communication, stakeholder management and coordination, negotiation, interpersonal relations, strategic thinking and leadership, analytical skills,

confidentiality, financial management, human resources management, research, teamwork, change management, project and program management, diversity management, information management, report writing, computer literacy, and conflict management. Technical Skills: ICT policy development, ICT governance, monitoring and evaluation, research and data collection in the ICT field, and data analytics.

DUTIES : Manage the development and provide guidance on ICT prescriptions (policies, norms and standards, directives, circulars, frameworks, and guidelines). Develop and review prescripts in line with the departmental standards and submit them for approval by the relevant approval authority. Manage the provision of implementation support to departments, including requests for approval of requests and responses to inquiries processed to the relevant approval authority within the department (DPSA), audits and assessments of systems and practices within departments conducted and required improvements identified and communicated to the relevant departments, and interventions undertaken to support the implementation of compliance with the prescripts. Manage the monitoring of implementation and compliance including systems. Monitor compliance developed and maintained by national and provincial departments with the prescripts monitored and reported on and remedial measures communicated to the relevant departments for improvements. Manage all the operations, systems, and processes of the directorate, including information, advice, and support provided to the MPSA, Cabinet, Parliament, and other internal and external stakeholders; contributions made to the development of the Chief Directorate Service Delivery Model, service delivery standards, service delivery improvement plans, and related reports; all audit findings addressed by the approved due dates; all other compliance requirements met as required or prescribed; attendance of departmental management structures of the DPSA; and any other meetings as directed; and participate in transversal task/project teams and committees as required or nominated.

ENQUIRIES : Mr. Zaid Aboobaker Tel No: (012) 336 1059
E-mail your application to Advertisement262023@dpsa.gov.za

OTHER POST

POST 26/94 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: DPSA 27/2023**

SALARY : R424 104 per annum (Level 09). Annual progression up to a maximum salary of R496 467 per annum is possible, subject to satisfactory performance.

CENTRE : Pretoria.
REQUIREMENTS : A Senior Certificate, a National Diploma / B. Degree in Human Resources Management or related equivalent qualification within the above-mentioned field (at least at NQF level 6 qualification) as recognised by SAQA. Three (3) years' experience in the Human Resource environment. Comprehensive knowledge of policies and approaches pertaining to human resource practices in the Public Service. Comprehensive knowledge of the laws, regulations, and practices applicable to human resource practices in the Public Service, in particular; Public Service Act, Public Service Regulations, the Constitution, Employment Equity Act, Basic Conditions of Employment Act, Access to Information Act, Relevant collective agreements with organised labour, White Paper on; Human Resource Management, Public Service Training and Education, Public Service Transformation. Good knowledge of the principles, techniques and processes involved in policy development, data analysis and maintenance of data information, research, monitoring and evaluation and work organisation, Policies of the Chief Directorates in the Branch. Attributes: Problem-solving skills, decision-making, diversity management, conflict management, communication and information management, report writing, and conflict management. Must be able to interact with people and adapt to various circumstances, identify, and analyse opportunities where innovative ideas can result in improved service delivery, function effectively in a diverse group and manage own time to ensure delivery. Managerial Skills: Must have concern for others, self-management ability, problem solving and decision-making capability and the ability to manage interpersonal conflict and to resolve problems. Thinking competencies: Must be able to identify problems, determine the information required to solve the problem and recognise the relationship between different sets of information. Communication skills: Must

be able to give presentations and participate in workshops or focus group discussions, listen to viewpoints of others and probe areas that are unclear, write clear, concise, and well-structured reports. Interpersonal skills: work in a team and contribute towards the group efforts, managing interpersonal conflict. Technical skills: Must be able to Identify the need for data, obtain data, and evaluate it. Organise, process, and maintain data and information, analyse HR policies and practices, and provide comment and guidance to enhance integration and alignment of the different functional areas in HR, policies and approaches pertaining to HR practices and manage sub areas of projects.

DUTIES

: Assist in the development of Prescripts for HR Planning, including 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. Assist in the provision of implementation support to departments including requests for approval of requests and responses to enquiries submitted to the relevant approval authority within the department. Provide assistance with conducting Audits/assessments of policy and identifying systemic weaknesses within departments and developing recommendations for improvements to be communicated to departments. Assist in the monitoring of implementation and compliance, including systems (e.g., collection and analysis of data) to monitor compliance developed and maintained, evaluation and impact studies conducted as required. Provide support in all the Operations, Systems and Processes of the Directorate including information, advice and support provided to the MPSA, Cabinet, Parliament and other internal and external stakeholders, effective and efficient management of the budget achieved and maintained and participate in transversal task/project teams and committees as required or nominated.

ENQUIRIES

: Ms. Thakane Kolobe Tel No: (012) 336 1197
E-mail your application to Advertisement272023@dpsa.gov.za