

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** : 18 September 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 31/65** : **CHIEF DIRECTOR: OFFICE OF STANDARDS AND COMPLIANCE REF NO: DPSA 31/2023**
- SALARY** : R1 371 558 per annum (Level 14). (An all-inclusive remuneration package) 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 (NQF level 7) as recognised by SAQA, in Public Administration/Public Management Law or related field of study. As stated in the notes above, a Pre-Entry Certificate for SMS must be completed before an appointment can be considered. Minimum of 5 years' experience at Senior Management Level. Minimum of 8 years' appropriate experience in the field of public policy development as well as monitoring and evaluation, developing norms and standards and research development and analysis. Sound Knowledge of the Government's Legislative Frameworks, Public Service Legislative and Policy Framework Government Programs such as the National Development Plan, Key Strategic Priorities of Government, knowledge of public service policy framework and development processes. Managerial Skills: Strategic Management and Leadership, Program

and Project Management, Human Resource Management, Stakeholder Management and Intergovernmental Relations, Planning and organising and Change Management. Technical Skills: Policy development and analysis, Institutional development, Design of Monitoring and Evaluation tools and systems, Monitoring and Evaluation. Generic Skills: Problem Solving, Decision Making, Facilitation, Negotiation, Presentation, Report Writing and Computer Literacy. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment.

DUTIES : To manage and ensure the setting, promotion and enforcement of Public Administration and Management Norms and Standards determined by the Minister, and the Promotion of Compliance by government institutions with the minimum norms and standards. To manage and ensure the implementation of capacity and functionality audits of skills, systems and processes in government institutions. To manage and ensure the monitoring, evaluation and reporting on compliance by government institutions with the public administration and management norms and standards determined by the Minister. To manage the operations systems and processes of the Chief Directorate.

ENQUIRIES : Mr Nyiko Mabunda Tel No: (012) 336 1198.
E-mail your application to Advertisement312023@dpsa.gov.za.

POST 31/66 : **DIRECTOR: SERVICES PLANNING REF NO: DPSA 32/2023**

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 : Pretoria.
REQUIREMENTS : Senior certificate, bachelor's degree in public administration or related qualification (at NQF level 7). Minimum of 5 years at a middle / senior management level. Minimum 8 years appropriate experience in the Service delivery environment. Knowledge: of the Constitution of the Republic of South Africa, the Government Legislative Framework, the Public Service Legislative and Policy Framework, Government programs action such as the National Development Plan, the key Strategic Priorities of Government, and a sound understanding of Operations management. Managerial skills: Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, Teamwork, Confidentiality, Financial management, Human resource management, Research, Change management, Project and program management. Generic Skills: Decision making, Problem-solving, Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Report writing, Computer Literacy, Conflict management. Technical Skills: Service standards theory and practice, Service planning theory and practice, Policy research and development, Macro- government planning systems and strategic planning frameworks, Institutional performance theory and practice, Geographic Information systems (GIS), Spatial data analysis and mapping, Data collection, analysis, and presentation, Monitoring and Evaluation theory and practices.

DUTIES : Manage and undertake the development of prescripts for Service Planning, Manage the provision of implementation support to departments, Manage monitoring and evaluation of compliance and impact assessments of prescripts on Service Planning, Manage all the operations, systems and processes of the Directorate.

ENQUIRIES : Ms. K.V Motalane Tel No: (012) 336 1283.
E-mail your application to Advertisement322023@dpsa.gov.za.