

## 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.*

- APPLICATIONS** : 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** : 06 November 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](http://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 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). 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.

## OTHER POSTS

- POST 38/96** : **DEPUTY DIRECTOR: INNOVATION REF NO: DPSA 35/2023**
- 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, a minimum qualification at NQF level 7 in Information Management / Information Science / Knowledge Management / Public Management / Social Science / Public Administration, or a related qualification within the above-mentioned fields (at least a B. Degree at NQF level 7 qualification) as recognised by SAQA. Minimum of three (3) years at the middle management level. Minimum five (5) years' experience in the innovation implementation environment. Knowledge of the Constitution of the Republic of South Africa, the government legislative framework, the public service legislative and policy framework, government programs such as the National Development Plan, and key strategic priorities of Government. Managerial skills: Decision-making, problem solving, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, analytical skills, teamwork, confidentiality, financial management, human resource management, change management, and project and programme management Diversity management, communication, and information management Interpersonal relations, facilitation, presentation, report writing, computer literacy, conflict management, research. Technical skills: policy development, knowledge management, innovation, monitoring and evaluation, and program and project management.

**DUTIES** : To develop and implement the prescripts of innovation within the public service. Provide policy implementation support on innovation to departments within the public service. Develop and implement the monitoring of implementation and compliance with innovation prescripts within the public service. Develop and implement all the operations, systems, and processes of Sub-Directorate: Innovation.

**ENQUIRIES** : Ms Vuyokazi Jezile Tel No: (012) 336 1214  
**APPLICATIONS** : E-mail your application to: [Advertisement352023@dpsa.gov.za](mailto:Advertisement352023@dpsa.gov.za)

**POST 38/97** : **ASSISTANT DIRECTOR: INNOVATION REF NO: DPSA 36/2023**

**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 minimum qualification at NQF level 6 in Information Management / Information Science / Knowledge Management / Public Management / Public Administration or related qualification within the above-mentioned fields (at least at NQF level 6 qualification) as recognised by SAQA. Minimum three (3) years appropriate experience in Innovation environment. Knowledge of the Constitution of the Republic of South Africa, the Public Service Act, Public Service Regulations (PSA and PSR), PFMA and other financial regulations, and the Public Administration Management Act (PAMA), legislative and policy frameworks, government programs such as the National Development Plan, Departmental policies and procedures, and prescripts, Policy analysis and development, Government legislative framework, Key Strategic Priorities of Government, Sound understanding of operations management. Attributes: Ability to work effectively and efficiently under sustained pressure, transformational leadership, and courtesy, analytical, service-oriented, goal-focused, results-oriented, acceptance of responsibility, flexibility, and consultation. Managerial skills: Decision-making, problem solving and analytical thinking, planning, and organizing, team leadership, financial management, change management, communication and coordination, and service delivery innovation. Generic skills: Job knowledge, acceptance of responsibility, quality of work, reliability, initiative, interpersonal relationships, teamwork, planning and execution, facilitation, Presentation skills, Report writing. Technical skills: Research, policy development, knowledge management, innovation, monitoring and evaluation, and program and project management.

**DUTIES** : To assist in the development and implementation of innovation plans within the public service. Coordinate the provision of policy implementation support to departments on innovation. Facilitate the monitoring of implementation prescripts within the public service. Provide support for all the operations, systems, and processes of the sub-directorate.

**ENQUIRIES** : Ms Vuyokazi Jezile Tel No: (012) 336 1214  
**APPLICATIONS** : E-mail your application to: [Advertisement362023@dpsa.gov.za](mailto:Advertisement362023@dpsa.gov.za)

**POST 38/98** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DPSA 37/2023**

**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 minimum qualification at NQF level 6 in Social Science / Economic Sciences / Development Studies / Monitoring and Evaluation, Statistics and Research or related qualification within the above-mentioned fields (at least at NQF level 6 qualification) as recognised by SAQA. Three (3) years appropriate experience in Monitoring and Evaluation environment. Knowledge of the Constitution of the Republic of South Africa, the Public Service Act, Public Service Regulations (PSA and PSR), and the Public Administration Management Act (PAMA), legislative and policy frameworks, government programs such as the National Development Plan, and Key Strategic Priorities of government. Knowledge of ethics, integrity, management standards, and good practices. Attributes: diligent, open to new ideas, teamwork, research, Stakeholder Management, and coordination and innovative. Managerial skills: project management, decision making, problem solving, good communication skills (written and verbal), stakeholder management and coordination, analytical skills, interpersonal relations,

teamwork, and research. Generic skills: Diversity Management, facilitation, negotiation, presentation, report writing and computer literacy. Technical skills: Ethics, integrity and discipline management, Monitoring and Evaluation, database design and management, knowledge, and information management.

**DUTIES**

: To collect data that is submitted to the unit in accordance with existing monitoring prescripts. Compile monitoring reports of the collected data in accordance with the identified requirements. Collect data from existing evaluations and impact assessments. Compile evaluation and impact assessment reports of the collected data in accordance with the identified requirements. Achieve and maintain cooperation with organs of state and other institutions, including entering into cooperation agreements with them such as Memorandums of Understanding (MOUs) or Service Level Agreements (SLAs), as required.

**ENQUIRIES**

: Mr Isaac Kabini Tel No: (012) 336 1237

**APPLICATIONS**

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