

DEPARTMENT OF SCIENCE AND INNOVATION

The Department of Science and Innovation is an affirmative action employer, and coloured people, white women and people with disabilities are encouraged to apply for these posts.

<u>CLOSING DATE</u>	:	10 November 2023
<u>NOTE</u>	:	Applications quoting the relevant reference number must be accompanied by a fully completed and signed new Z83 form and up-to-date curriculum vitae only (including three contactable referees). Each application for employment form must be fully completed, duly signed, dated and initialed by the applicant. Failure to do so will result in your application not being considered. No copies/attachments/proof of application, only Z83 and CV. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Applications received on an incorrect email address will be disqualified. Applications must be submitted as one combined document. Shortlisted candidates will be subjected to personal suitability checks (criminal record check, citizenship verification, previous employment verification and verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment.

OTHER POSTS

<u>POST 39/94</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DSI202301</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 11), (all-inclusive remuneration package) Pretoria An NQF level 6 qualification in human resource management/development, industrial psychology, public management/administration, or another relevant field. Three to five years' experience in performance management and development. Clear knowledge and understanding of public service legislations. Project management skills. Knowledge of PERSAL and the implementation of transactions. Computer literacy (MS Word, Excel and PowerPoint). Knowledge of relationship management. Problem-solving and analytical, people and diversity management, and communication (written and verbal) skills. Client orientation and customer focus. Responsible and ethical. Able to work under pressure and take the initiative. Able to work independently and as part of a team.
<u>DUTIES</u>	:	Manage the implementation of the Performance Management and Development System (PMDS). Provide reports on performance agreements, mid-year reviews and annual assessments submitted by all staff, from salary levels 1-12 up to salary level 15. Facilitate the awarding of performance incentives. Facilitate the issuing of memoranda reminding staff to submit PMDS documents. Manage non-compliance with the submission of PMDS documents. Facilitate the submission of PMDS reports. Manage the PMDS database. Communicate determinations and directives on the implementation of the PMDS policy. Develop/review the departmental PMDS. Conduct information sessions. Implement the probation instrument for assessing the performance of SMS and non-SMS employees whose appointments have not yet been confirmed. Facilitate remedial actions/enhancement plans to address underperformance. Facilitate PMDS disputes and appeals. Manage human and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Lerato Maduna Tel No: (012) 843 6709 Applications must be emailed to dd.pm@dst.gov.za

<u>POST 39/95</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: DSI202302</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An NQF level 6 qualification in labour relations, human resources management, human resources development, industrial psychology, public management, administration/operations management or social sciences. A minimum of two years' experience in a labour relations environment. Clear knowledge and understanding of the Public Service Act and Regulations, and departmental policies and procedures. Good understanding and knowledge of labour-related legislation (including the Labour Relations Act, the Basic Conditions of Employment Act and the Employment Equity Act) and ethics management. Knowledge of the Public Finance Management Act and Treasury Regulations. Understanding of confidentiality and security clearance prescripts. Communication (verbal and written), interpersonal, planning and organising, financial management research and analysis, and negotiation skills. Experience of presiding at hearings. Service delivery/Batho Pele oriented. Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.
<u>DUTIES</u>	:	Dispute/grievance management. Administer and coordinate disciplinary cases, suspensions, appeals and investigations. Coordinate logistics for Departmental Bargaining Council and Policy Task Team meetings. Liaise and maintain relations with internal/external stakeholders, including other government departments. Contribute to policy development. Conduct reviews, awareness sessions and workshops. Provide internal controls and support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Lerato Maduna Tel No: (012) 843 6709 Applications must be emailed to asd.er@dst.gov.za
<u>POST 39/96</u>	:	<u>ASSISTANT DIRECTOR: GOVERNANCE AND INSTITUTIONAL PERFORMANCE REF NO: DSI202303</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An NQF level 6 qualification/bachelor's degree in finance or public administration or another related qualification. A certificate in corporate governance or public sector monitoring and evaluation will be an advantage. At least 2 years' experience in governance, planning, monitoring and evaluation, administration and coordination, and/or finance in the public service. Knowledge of the Public Finance Management Act and ability to interpret legislation. Knowledge of the public sector and public entities. Knowledge of planning and monitoring in the public sector. Good communication (written and verbal), coordination and analytical, project management, research and interpersonal skills. Computer literate (MS Word, Excel and PowerPoint). Able to maintain effective relationships with stakeholders and work as part of a team. Able to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Coordinate approval of the entities' strategic plans, annual performance plans. Coordinate entities' reporting. Coordinate strategic meetings with entities. Coordinate institutional budgets for the entities. Coordinate board/council appointments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Dolly Masuku Tel No: (012) 843 6409 Applications must be emailed to asd.qjp@dst.gov.za
<u>POST 39/97</u>	:	<u>ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: DSI202304</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria Bachelor's degree in risk management or auditing or accounting or management or computer science or engineering. 3 years of working experience in the provision of risk management support/services to management and secretariat support to an oversight committee. In-depth technical knowledge of the application of risk management concepts and principles. Knowledge and understanding of the concepts of internal controls and corporate governance, as well as the ISO standards for risk management. Understanding of the Public Sector Risk Management Framework, and risk management standards and procedures. Knowledge of the Public Finance

Management Act and Treasury Regulations. Knowledge of fraud prevention policies and related legislation. Knowledge of the business of the Department and government. Excellent communication (written and verbal) skills. Strong risk assessment facilitation, people management, minute taking and document compilation skills. Negotiation, problem-solving and analytical skills. Computer literacy (MS Word, Excel and PowerPoint). Able to think logically, work independently to provide high quality deliverables (self-management), and to establish and maintain internal and external networks, Able to work under pressure while maintaining a professional demeanour, take the initiative and demonstrate creativity.

DUTIES

: Articulate and analyse comprehensive Programme and functional-level risk profiles and facilitate the approval of these profiles. Facilitate the articulation and approval of comprehensive project risk profiles. Monitor the implementation of the action plans detailed in the approved Programme and functional-level risk profiles. Provide secretariat support to the Enterprise Risk Management Committee. Support the Chief Risk Officer by conducting quality reviews of outputs (draft risk profiles and quarterly status updates of risk mitigation, implementation and detection plans) produced by the Enterprise Risk Management unit.

ENQUIRIES

: Mr Elvis Kgoale Tel No: (012) 843 6409

APPLICATIONS

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