

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** : 08 October 2024
- 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 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). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship 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

OTHER POSTS

- POST 34/63** : **DEPUTY DIRECTOR: EMPLOYMENT MANAGEMENT REF NO: DPSA 06/2024**
- SALARY** : R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R1 182 534 per annum 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** : An appropriate B. Degree in Human Resources Management / Human Resources Development / Industrial & Organisational Psychology / Public Management / Public Administration at a minimum NQF level 7 as recognised by SAQA. Minimum of 3 years' experience at a junior management level/supervisory level. Minimum of 5 years technical experience in human resource management practices related to career management and recruitment as well as policy development. Must have effective Strategic thinking, Project management, Team Leadership, Conflict Management and Methodologist. Very good written and verbal communication, analytical thinking, research, managing interpersonal conflict and problem solving and policy development skills. Ability to apply information technology and communication management. Proven policy development experience. Advanced knowledge of theories, governmental policies and approaches pertaining to human resource practices. Thorough knowledge of the laws, regulations and practices applicable to human resource practices in the Public Service, in particular – Public Service Act, 1994 (as amended); Public Service Regulations, 2016; The Constitution, 1996; Employment Equity Act, 1998; Basic Conditions of Employment Act, 1997; Skills Development Act, 1998; SAQA Act, 1995; Promotion of Administrative Justice Act, 2000; Access to Information Act, 2000; Labour Relations Act, 1995; Senior Management Service Handbook; Executive Protocol: Principles and procedures for the employment of HODs and DDGs nationally; Relevant collective agreements with organised labour; various White Papers; MPSA directives and determinations. DPSA policies and prescripts related to Employment in the Public Service.
- DUTIES** : To develop policies, render advice and review such policies pertaining Employment Management in order for effective attraction, retention and termination of service of personnel (including Heads of Department), i.e. levels 1 to 16. To conduct research, develop and maintain policies and practices pertaining to the Employment Management. Render clear and accurate advice on the career incidents/practices to stakeholders in terms of advertising; recruitment; selection; appointment; employment contracts; probation; deployments/secondments/transfers; extension/expiry of contracts; retention; terminations/re-determinations amongst other linked processes to Employment Management; Building capacity by providing training/ conducting workshops on the policies, practices and systems related to the Employment management; Monitoring and evaluation of policies and conducting of related research and analysis; Provide comments on Employee Initiated Severance Package (EISP) applications; Provide comments to MPSA on Cabinet Memoranda dealing with the appointment of HODs/DDGs (including extension of contract of HODs) and related correspondence/actions; Manage a national/ provincial HOD database; Render functional and administrative support; the Minister for the Public Service and

- Administration, Deputy Minister, Director-General, the Director: Employment Management and other Units in DPSA as and when required. Prepared to work in a high-pressure environment.
- ENQUIRIES** : Mr. Philani Mveli Tel No: (012) 336 1312
E-mail your application to Advertisement062024@dpsa.gov.za
- POST 34/64** : **SENIOR LEGAL ADMINISTRATIVE OFFICER (MR-6) REF NO: DPSA 07/2024 (X2 POSTS)**
- SALARY** : R556 356 – R1 314 666 per annum, (Salary will be in accordance with OSD determination).
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 7 in law, a Bachelor of Laws (LLB) or a Bachelor of Procuratoris (B Proc) as recognised by SAQA, at least 8 years' of appropriate post-qualification legal experience. Good knowledge of the South African legal system and a good understanding of legislative processes. Ability to draft legislation, conduct legal research, and work independently. Good interpersonal, problem-solving, and dispute resolution skills. Computer Literacy. Sound knowledge of the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Service Act, Public Administration Management Act, and Public Finance Management Act is required. Good communication and writing skills, willingness to travel is essential. Knowledge of energy-related legislation and policies will be an added advantage.
- DUTIES** : To provide professional legal support and advice to the Department and Ministry. Drafting and scrutiny of public administration legislation. Provide guidance to the Department of Public Service and Administration in respect of legislative processes and participate in policy processes requiring reflection or entrenchment in legislation. Draft bills where drafting capacity does not exist elsewhere in the DPSA. Provide written or oral legal opinions on legislative matters pertaining to existing public administration related to legislative. Comment on draft legislation relating to the public administration. Provide oversight in respect of technical quality, adherence to best practices, and consistency with the constitution and other primary legislation of the DPSA. Review legislation administered by the Minister for the Public Service and Administration. Supervise and develop staff.
- ENQUIRIES** : Ms. Renisha Naidoo Tel No: (012) 336 1006
E-mail your application to Advertisement072024@dpsa.gov.za