

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission (OPSC) is an equal opportunity representative employer. Therefore, the OPSC is intentional in promoting representativity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disabilities are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : You can apply on www.psc.gov.za under “vacancies”. Forward your application/s stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 23 May 2025, 15h30
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with a minimum of three (3) contactable referees and their telephone numbers and email addresses. Only shortlisted candidates will be required to bring certified copies of ID, drivers’ license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate obtained from the National School of Government (NSG) prior appointment for all SMS appointments). Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.
- ERRATUM:** State Administration Officer to the Commissioner Ref No: Sao/Com/04/2025 (4 Months Contract Appointment): Public Service Commission Free-State Provincial Office, Bloemfontein: Kindly note that the following post was advertised in Public Service Vacancy Circular 14 dated 25 April 2025. The closing date has been amended to from 23 May 2025 to 16 May 2025. Those who applied for the post do not need to reapply. We apologise for the inconvenience caused.

MANAGEMENT ECHELON

- POST 15/192** : **PROVINCIAL DIRECTOR: NORTHERN CAPE REF NO: PD/NC/04/2025**
NB: Candidates who applied previously for this position are advised to re-apply.
- SALARY** : R1 216 824 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Public Service Commission Northern Cape Provincial Office, Kimberly
Ideal candidate’s profile: The successful candidate must have an appropriate recognized Bachelor’s Degree/Advance Diploma/ Bachelor of Technology Degree qualification (NQF level 7) in the field of Human Resources, Public Management/Administration, Employee Relations, Labour Law, Industrial and Organisation Psychology. Five (5) years’ relevant experience in a middle/senior management post, proficiency in collecting and analysing data on the Public Service performance indicators. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Ability to analyse, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive level. Appropriate experience in project management. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. A firm grasp on matters of service delivery, research, ethics and integrity; as well as leadership and human resources practices. An understanding of how current public administration management and operational processes comply, or do not comply,

with the CVPs. Good communication and presentation skills. Financial management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License. (with exception of disabled applicants).

DUTIES

: Key Performance Areas: Manage, lead and provide effective support in the area of Leadership and Management Practices. Manage, lead and provide effective support in the area of Monitoring and Evaluation and Research. Manage, lead and provide effective support in the area of Integrity and Anti-Corruption. Conduct and manage the evaluation and promotion of the CVPs in the Province. Monitor and report on the implementation of the PSC recommendations and directions bi-monthly (this includes everything from Monitoring and Evaluation, Integrity and Anti-Corruption, Leadership and Management Practices and Section 196). Provide strategic support to the Office and provincially based Commissioner in the execution of the mandate of the PSC. Conduct Research, Monitoring, Evaluation and Investigation in all areas covered by the values governing Public Administration. Promote a high standard of Professional Ethics in the Public Administration. Investigate grievances and complaints and make recommendations to the Public Service Commission (PSC). Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the Northern Cape Province. Submit contributions on the PSC's work in the Provincial Office for inclusion in the Annual Report. Provide corporate service support to the provincial office.

ENQUIRIES

: Ms T Makhubele Tel No: (012) 352 1017

OTHER POSTS

POST 15/193

: **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/MP/04/2025**

SALARY

: R896 436 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE

: Public Service Commission Mpumalanga Provincial Office, Mbombela

REQUIREMENTS

: Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor degree NQF level 7 in the field of Social Sciences / Monitoring and Evaluation/ Public Administration / Development Management. 3-4 years' experience at an Assistant Director level or equivalent level in Research, Monitoring and Evaluation, Development of Public Administrative Practices, Data Management, Data Analysis, Project Planning and Management. Experience in inspections will be an added advantage. Knowledge of research practices, human resource practices, corporate governance, financial management, public management and administration. Knowledge of project planning. Ability to develop research and monitoring tools. Knowledge of research methodologies and research software. Report writing skills, presentation skills, analytical skills, project management skills, people management skills, communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities) and be willing to travel and work extensively both in a team and with minimal supervision. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how the post supports the role of the Public Service Commission (PSC) regarding CVPs. Must have a valid driver's license.

DUTIES

: Key Performance Areas: Conduct service delivery inspections and research. Statistical reporting, data collection and analysis. Conduct Citizens forum, outreaches, awareness and stakeholder engagements. Promote Constitutional Values and Principles in the Province. Conduct monitoring and evaluation of Departmental quarterly and annual performance in the compliance to Constitutional Values and Principles. Provide support in conducting research on Leadership and Human Resource Practices in the Public Service. Provide support to the Organisation through participation in various committees of the Organisation. Evaluate the performance of the Mpumalanga Provincial Public Service using indicators and standards for each of the CVPs in Section 195 of the Constitution. Design and develop research projects' proposals and/or project plans. Conduct monitoring and evaluation and research on the Public Administration as per the mandate of the PSC. Evaluate Public Administration practices in the Provincial Departments and develop solutions to identified challenges. Conduct service delivery investigations and inspections. Conduct Research in Human Resource Management and Development Practices and develop solutions to identified challenges. Draft reports emanating from the key performance areas, including the report on Compliance of the Constitutional Values and Principles (Section 196).

ENQUIRIES

: Mr T Mathlare Tel No: (013) 755 4070/1

<u>POST 15/194</u>	:	<u>DEPUTY DIRECTOR: NATIONAL ANTI-CORRUPTION HOTLINE REF NO: DD/NACH/04/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission House, Pretoria
	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor degree NQF level 7 in the field of Law/ Public Administration/ Social Sciences/ Investigation or equivalent qualification. 3-4 years' experience as an Assistant Director or equivalent level in the field of Anti-Corruption. 3-4 years' experience as an Assistant Director or equivalent level in investigation. Knowledge and understanding of the Public Service Regulatory Framework, Legislation, National Anti-Corruption Strategy, Investigation, Prevention and combating of Corrupt Activities. Understanding of government programmes and priorities. Knowledge of the Public Administration practices and prescripts. Research experience and analytical skills. Administrative and organizational skills. Project management skills. Good Interpersonal skills and ability to handle pressure. Presentation skills. Must have excellent written, communication skills and ability to produce documents and reports of high quality. Good communication skills (verbal and written). Computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Ability to work both independently and as part of a team. Ability to multitask and to function in a pressurized environment. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license.
<u>DUTIES</u>	:	Key Performance Areas: Management of the National Anti-Corruption Hotline. Referral and Assessment of feedback from departments and conduct surprise visits at national and provincial departments. Research reports, policy formulation and marketing of the National Anti-Corruption Hotline (NACH). Investigation of the cases of alleged corruption and fraud reported to the National Anti-Corruption Hotline (NACH).
<u>ENQUIRIES</u>	:	Ms MM Mabowa Tel No: (012) 352 1082
<u>POST 15/195</u>	:	<u>ASSISTANT DIRECTOR: NATIONAL ANTI-CORRUPTION HOTLINE REF NO: ASD/NACH/04/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission House, Pretoria
	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized National Diploma (NQF Level 6) in the field of Law/ Public Administration/ Social Sciences/ Investigations or equivalent qualification. 3-4 years' experience at a supervisory level 7/8 or equivalent level in the field of Anti-Corruption. 3-4 years' experience at a supervisory level 7/8 or equivalent level in investigation. Knowledge and understanding of the Public Service Regulatory Framework, Legislation, National Anti-Corruption Strategy, Investigation, Prevention and combating of Corrupt Activities. Understanding of government programmes and priorities. Knowledge of the Public Administration practices and prescripts. Research experience and analytical skills. Administrative and organizational skills. Project management skills. Good Interpersonal skills and ability to handle pressure. Presentation skills. Must have excellent written, communication skills and ability to produce documents and reports of high quality. Good communication skills (verbal and written). Computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Ability to work both independently and as part of a team. Ability to multitask and to function in a pressurized environment. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license.
<u>DUTIES</u>	:	Key Performance Areas: Call center follow-ups on cases of alleged corruption. Handling of Case Management System of the NACH (e.g. record feedback on Case Management System and quality check on case reports). Referral of NACH cases to departments for investigations. Compile reports on feedback received and sort feedback data according to set requirements. Assist with the marketing of the NACH. Drafting of reports on outcome of investigations.
<u>ENQUIRIES</u>	:	Ms MM Mabowa Tel No: (012) 352 1082
<u>POST 15/196</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT REF NO: ASD/POS/NC/04/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission Northern Cape Provincial Office, Kimberly
	:	Ideal candidate's profile: The successful candidate must have an appropriate recognize National Diploma (NQF Level 6 or 7) in the field of Social Sciences, Labour Relations/Law/Public Administration/ Management and or Human Resources. 2-3 years' experience as Administrative Officer or equivalent experience in a related field, including in the private sector. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good

communication and technical skills. Problem solving and analysis skills. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license (with exception of disabled applicants).

DUTIES

: Key Performance Areas: Provide support in conducting investigations of Grievances and Complaints emanating from the Provincial Departments. Management of cases from National Anti-Corruption Hotline. Collecting and consolidating the six-monthly grievance reports from Provincial Departments. Advocacy (i.e. Workshops in Grievance and other LR related Matters). Advocacy, Monitoring and Evaluation of adherence by Provincial Departments to the Constitutional Values and Principles Governing Public Administration and Professional Ethics. Research Projects. Conduct Service Delivery Inspections. Monitoring of 30 Day Payment by Northern Cape Provincial Departments. Collating information relating to financial misconduct from the Provincial Departments. Management of Financial Disclosure Framework in the Province. Compiling bi-annual report in the implementation of the PSC recommendations. Attend to ad hoc functions as may be directed by management. Corporate service support to the Office and Commissioner.

ENQUIRIES

: Ms KP Mosabale Tel No: (053) 832 6222

POST 15/197

: **OFFICE MANAGER TO THE CHAIRPERSON REF NO: OMC/04/2025**

SALARY

: R468 459 per annum (Level 09)

CENTRE

: Public Service Commission House, Pretoria

REQUIREMENTS

: Ideal candidate's profile: The successful candidate must have an appropriate recognized National Diploma/Degree (New NQF Level 6/7) in the field of Office Management/ Public Administration or an equivalent qualification. At least 3 to 5 years' experience in the public sector of which at least three years must involve providing high-level administrative support services to executive management and with supervisory experience. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Excellent interpersonal relations. Ability to interact with high profile stakeholders regarding events and projects. Must be able to conduct basic research and draft high-quality documents and reports. Must have the ability to arrange Visas, overseas travel and collection of information. Must have the ability to manage and provide logistical as well as administrative support for meetings. Must have good organising and management skills. Must have financial management acumen. Must have excellent written skills and ability to produce documents and reports of high quality. Must have excellent project and stakeholder management skills. Must have excellent organisational and planning skills with the ability to work on multiple projects simultaneously, have effective oral and written communication skills, have a sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Must be creative, motivated, self-driven, results-oriented and have initiative. Ability to work both independently and as part of a team. Ability to multitask and ability to function in a pressurised environment. The successful candidate will be vetted and must receive a security clearance on the level of "secret". Failure to meet this criterion may lead to the termination of the employment contract. The conduct and honesty of the successful candidate must be beyond reproach. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license.

DUTIES

: Key Performance Areas: Provide high-level administrative and effective executive office management support service to the Chairperson. Conduct basic research and prepare high quality documents and reports for the Chairperson. Handle all communications and keep the Chairperson's office highly organised. Maintain efficient document and records management system in the Chairperson's office. Supervise subordinates. Coordinating the Chairpersons engagements with internal and external stakeholders. Ensuring that support is provided to governance structures. Rendering effective secretarial support to the Chairperson. Managing and administering of the office of the Chairperson. Rendering personal assistance to the Chairperson. Coordinating the Chairpersons diary and preparing for meetings.

ENQUIRIES

: Mr S Giyose Tel No: (012) 352 1145