

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** : 17 November 2025
- 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 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 40/71** : **DIRECTOR: PRODUCTIVITY AND CAPABILITY MEASUREMENT REF NO: DPSA 14/2025**
Purpose: To manage the development and implementation of prescripts for Productivity and Capability Measurement.
- SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package) Annual progression up to a maximum salary of R1 492 122 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior certificate and qualification at NQF level 7 in Public Administration / Public Management / Business Administration / Management Services / Industrial and Organisational Psychology / Operations or Production Management as recognised by SAQA. Minimum 5 years at Middle / Senior management. Minimum 8 years' appropriate experience in Operations Management and Service Delivery Improvement environment. Knowledge of

the Constitution of the Republic of South Africa, Public Service legislative and policy frameworks, and Government planning frameworks, including the National Development Plan (NDP) and key strategic priorities of government. Productivity measurement frameworks, tools, and methodologies. Understanding of the Operations Management Framework and systems of organisational efficiency and effectiveness. Attributes: Integrity, ethical conduct, honesty, reliability, accountability, confidentiality, loyalty, and professionalism. Managerial Skills: Strategic leadership and thinking, stakeholder management and coordination, decision-making, problem-solving, financial and human resource management, project and program management, policy development, research, monitoring and evaluation, and change management. Diversity management, conflict management, teamwork, and confidentiality. Generic Skills: Excellent written and verbal communication, report writing, facilitation, negotiation, presentation, interpersonal relations, information management, and computer literacy. Technical Skills: Productivity and capability measurement frameworks and tools, business process management, data analysis and impact evaluation, organisational performance assessment, and innovation for process improvement.

DUTIES

: Lead the development and review of prescripts for Productivity and Capability Measurement, including policies, frameworks, norms and standards, directives, circulars and guidelines. Institutionalise productivity and capability measurement frameworks through research, systems development, and the establishment of enabling processes and standards. Provide technical and implementation support to national and provincial departments by facilitating management briefings, offering advisory and capacity-building services, and conducting trend analyses on productivity assessment outcomes. Manage monitoring and evaluation of compliance and impact, including the collection and analysis of data, monitoring of departmental compliance, conducting impact studies and evaluations, and producing case study and trend analysis reports. Develop and maintain systems and tools for measuring and analysing organisational productivity and capability performance. Oversee the operations, systems, and performance management of the Directorate, including annual and operational planning, budgeting, performance reporting, human and financial resource management, and audit compliance. Provide strategic support to governance structures within the Department and contribute to Chief Directorate policy, compliance and performance reports. Establish and manage relations with stakeholders within the area of productivity and capability measurements

ENQUIRIES APPLICATIONS

: Ms. K. Pillay Tel No: (012) 336 1334
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OTHER POST

POST 40/72

: **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DPSA15/2025**
Purpose To develop and implement the Performance Management Development Systems prescripts for Public service.

SALARY

: R1 059 105 per annum (Level 12), (an all-inclusive remuneration package) Annual progression up to a maximum salary of R1 247 574 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 REQUIREMENTS

: Pretoria
: A Senior Certificate and a minimum qualification at NQF level 7 in Human Resource Management / Human Resource Development / Public Administration / Industrial and Organisational Psychology or a related qualification. Five (5) years of experience in a human resource management environment. Develop and implement performance management and development system prescripts within the public services. Provide advice and technical support to departments on performance management and

development systems matters. Monitoring the implementation and compliance of performance management and development systems. Provide support in the development and implementation of all the operations, systems, and processes of the Directorate. knowledge of the laws, regulations, and practices applicable to human resource practices in the Public Service, in particular the Public Service Act, Public Service Regulations, the Constitution, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, SAQA Act, Promotion of Administrative Justice Act, Access to Information Act, and the Labour Relations Act, Ability to work in a team, networking and building bonds, initiative, applying technology, communication skills, negotiation, information gathering, decision-making, and problem-solving. Monitoring and evaluation, research, data analysis, public policy analysis, policy writing, and report writing.

DUTIES

: Conduct research on performance management and development systems. Provide guidance on the development and implementation of performance management and development systems prescripts. Develop and submit prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) on performance management and development systems for approval by the relevant approval authority. Provide capacity building to National and Provincial Departments, and relevant institutions to empower them on performance management and development systems. Monitor and report compliance by National and Provincial departments on implementation of the prescripts and communicate remedial measures to the relevant departments for improvements. Provide Information, advice and support on performance management and development systems prescripts and capability to the MPSA, Cabinet, Parliament and other internal and external stakeholders.

ENQUIRIES APPLICATIONS

: Mr. E. Harris Tel No: (012) 336 1520
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