

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 filling these positions in line with the approved Employment Equity Plan. All candidates whose appointment/transfer/promotion will promote representativeness are encouraged to apply. Preference will be given to Coloureds, Indians, Whites and persons with disabilities. 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** : 28 November 2025; 16h30
- NOTE** : Applications must consist of: a) A fully completed and signed Z83 application form which came into effect on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. b) A recent comprehensive CV with a minimum of three (3) contactable referees with 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 and Integrity Assessments 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/s 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 is required). Applicants are advised against the use of the old Z83 application form which was valid until 31 December 2020 because it will render such application/s invalid.

MANAGEMENT ECHELON

- POST 42/114** : **DIRECTOR: EARLY RESOLUTION REF NO: D/ER/11/2025**
- SALARY** : R1 266 714 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** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's degree/ Advance Diploma (NQF level 7) in the field of Law/ Auditing/ Investigations/ Public Administration or equivalent. A Postgraduate or Honours Degree (NQF level 8) will be an added advantage. Five (5) years of experience at a middle/ senior managerial level. Experience in the investigative field/ anti-corruption field / fraud field/ law enforcement field/ ethics field. Knowledge of the Public Service legislation, National Anti-Corruption Strategy and Promotion of Professional Ethics. A Nyukela certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) and should be submitted prior to

	appointment. Knowledge of public administration. Understanding of government programmes and priorities. Analytical skills, Research skills, project management skills, communication skills, time management skills. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. Supervisory and appropriate people management experience. Stakeholder engagement skills. Knowledge of Microsoft Office Suite. Be willing to work abnormal hours. A Valid Driver's License. (with exception of disabled applicants).
<u>DUTIES</u>	: Manage, lead and provide effective leadership and support in the area of investigation services and rapid response interventions to service delivery blockages. Conduct investigations and compile reports for the Commission. Monitor and report on the implementation of the PSC's recommendations. Provide strategic support to the office and the Commission.
<u>ENQUIRIES</u>	: Mr M Malatsi Tel No: (012) 352 1073

OTHER POSTS

<u>POST 42/115</u>	: <u>DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/LIM/11/2025</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 Limpopo Provincial Office, Polokwane : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/ Bachelor's 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. (with exception to people with disabilities) and willingness to travel extensively.
<u>DUTIES</u>	: 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 compliance with 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 Limpopo 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 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).

<u>ENQUIRIES</u>	:	Ms PN Malope Tel No: (015) 023 5900
<u>POST 42/116</u>	:	<u>DEPUTY DIRECTOR: NATIONAL ANTI-CORRUPTION HOTLINE REF NO: DD/NACH/11/2025</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 Bachelor's degree NQF level 7 majoring in Law/Public Administration/Social Sciences or equivalent qualification. 3-4 years' experience at an Assistant Director or equivalent level in anti-corruption and investigations. Knowledge and skills. Understanding of 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 organisational skills, Project management skills, Good communication skills, Good Interpersonal skills and ability to handle pressure, Communication skills (verbal and Written) Excellent written, communication skills and ability to produce documents and reports of high quality, Ability to work both independently and as part of a team, Ability to multitask and to function in a pressurized environment and Presentation 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).
<u>DUTIES</u>	:	Management of the National Anti-Corruption Hotline (NACH), Referral and assessment of feedback from departments and conduct surprise visits at national and provincial departments, Research reports, policy formulation and marketing of the NACH, and Investigation of cases of alleged corruption and fraud reported to the NACH.
<u>ENQUIRIES</u>	:	Ms M Mabowa Tel No: (012) 352-1082
<u>POST 42/117</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT OF CONFLICT OF INTEREST REF NO: DD/MCI/11/2025</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 recognised Advance Diploma/Bachelor's degree (NQF level 7) in the field of Public Administration/ Law (LLB)/ Anti-corruption/ Ethics or equivalent qualification. 3-4 years' experience at an Assistant Director or equivalent level in investigation of management of conflict of interest/ public administration conflict of interest/ implementation of the Financial Disclosure Framework and Ethics Management within the public service, with demonstrable understanding of the public service ethics environment. Understanding of Public Service Regulatory Framework and related Prescripts and Legislation with Ethics and National Anti-Corruption Strategy. Understanding of government programmes and priorities. Reporting skills, presentation skills, research and analytical skills, project management skills, investigative skills, communication skills, administrative and organisational skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. 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. Must have a valid driver's license. (with exception to people with disabilities)
<u>DUTIES</u>	:	Administration of and monitoring compliance with the Financial Disclosure Framework within the public service. Assessment of compliance with the

		Financial Disclosure Framework within the public service. Promote the management of conflict of interest and good governance practices in the public service. Manage the sub-directorate and provide support to the organisation.
<u>ENQUIRIES</u>	:	Adv. K Mgwenyana Tel No:(012) 352 1297
<u>POST 42/118</u>	:	<u>RECEPTIONIST REF NO: REC/NO/11/2025</u>
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	A recognized National Senior Certificate or National Higher Certificate (NQF Level 4/5) no experience required. Ability to work with people and in a team. Good communication skills, planning skills, time management, problem solving and analysis. Knowledge of operating switchboard.
<u>DUTIES</u>	:	Provide front desk customer relations. Provide clients with relevant information and advice. Ensure smooth running of the switchboard. Manage monthly telephone accounts. Manage two servers, telephone manager and extensions.
<u>ENQUIRIES</u>	:	Mr S Tshatshelo Tel No: (012) 352 1056