

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 representivity (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** : 12 December 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.

OTHER POSTS

- POST 44/103** : **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/MP/11/2025**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply).
- 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'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 identify 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>	:	Mr T Matlhare Tel No: (013) 755-4070/1
<u>POST 44/104</u>	:	<u>CASUAL WORKER (CLEANERS) X9: REF NO: CW/OPSC /11 /2025 (X9 POSTS)</u> (Contract for Twelve (12) Months)
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02), (Hourly rate)
	:	North West (Mahikeng)
	:	Limpopo (Polokwane)
	:	Northern Cape (Kimberley)
	:	Mpumalanga (Mbombela)
	:	Gauteng (Johannesburg)
	:	Western Cape (Cape Town)
	:	KwaZulu Natal (Pietermaritzburg)
	:	Eastern Cape (Williamstown)
	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Grade 10 or ABET. No experience required. Good interpersonal skills. Ability to work independently. Good communication skills, planning skills, time management and problem-solving skills.
<u>DUTIES</u>	:	Cleaning of offices. Cleaning of restrooms. Perform messenger duties in the office. Provision of refreshments for meetings.
<u>ENQUIRIES</u>	:	Ms K Mothoagae/Ms M Phoshoko Tel No: (012) 352 1051/15