

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.

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Mr M Mabuza
<u>CLOSING DATE</u>	:	22 December 2025; 16h30
<u>NOTE</u>	:	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 including SMS shall undertake two pre-entry assessments. 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

<u>POST 45/177</u>	:	<u>CHIEF DIRECTOR: GOVERNANCE MONITORING REF NO: CD/GM/12/2025</u>
<u>SALARY</u>	:	R1 494 900 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.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission House, Pretoria
	:	Ideal candidate's profile: The successful candidate must have an appropriate SAQA recognized Bachelor's degree or equivalent qualification (NQF level 7) in the field of Public Management, Public Administration, Social Sciences or Law. A relevant postgraduate qualification will be an added advantage. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) and should be submitted prior to appointment. Five (5) years of experience at a senior managerial level. Extensive experience in evaluation, development of, transformation or reform of, advising on public administration policy, practice, processes, systems, organisation and management. Knowledge and

experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Strong research and research supervision skills. Excellent project management and problem-solving abilities. Exceptional understanding of the policy environment within which Public Service delivery takes place. Excellent communication (written and verbal) skills. Financial Management skills. Good people management skills and the ability to work with and across teams. Good liaison skills and the ability to manage relations with different stakeholders. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License (with exception of disabled applicants).

DUTIES : Conduct evaluations of the state of the public service against the principles governing public administration in section 195 of the Constitution. Produce a State of the Public Service report. Provide a diagnosis of key systemic issues affecting the performance of the public service and develop solutions (in the form of normative statements and guidelines) to key problems hampering the performance of the public service. Develop and maintain a data warehouse containing data sets for indicators of the performance of the public service. Manage the chief directorate and provide support the Commission.

ENQUIRIES : Ms IL Mathenjwa Tel No: (012) 352 1109

POST 45/178 : **DIRECTOR: PUBLIC SERVICE COMMISSION SUPPORT REF NO: D/PSCS/12/2025**

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 : Office Public Service Commission, Pretoria

REQUIREMENTS : 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 Public Administration / Public Management / Social Science / Development Studies / Development Management / Futures Studies / Governance or related social science fields, or Bachelor of Laws degree or related. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) and should be submitted prior to appointment. Five (5) years of experience at a middle/ senior managerial level. Knowledge and experience in rendering executive Support to governance structures, and executive management. Experience in liaising with Parliament/ Legislature will be an added advantage, experience in developing research proposals and instruments in designing and utilizing appropriate data collection strategies and data collection tools. Good understanding of the PSC Mandate. Excellent planning, organisational and communication skills, excellent research and writing skills. Ability to work across all the levels within the PSC and interact at a Senior level. The successful person should possess strong Strategic Capability Skills, Analysis and leadership Programme, 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 : Coordinate and manage the Public Service Commission governance structures, including Secretariat services. Oversee and manage administrative support to the Commission, including logistical services. Provide Parliamentary liaison and support services. Coordinate international strategic stakeholder relations. Manage human and financial resources of the Directorate.

ENQUIRIES : Mr ST Giyose Tel No: (012) 352 1145

<u>POST 45/179</u>	:	<u>DIRECTOR: CONSULTATIVE EVALUATIONS REF NO: D/CE/12/2025</u>
<u>SALARY</u>	:	R1 266 7144 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.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission House, Pretoria
	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree/Advance Diploma (NQF level 7) in the field of Social Science, Public Management and/or Administration and Monitoring and Evaluation Five (5) years of experience at a middle/ senior managerial level. Proficiency in research, monitoring and evaluation, Development of Public Administrative Practices, Qualitative Data Management, Data Analysis, Project Planning and Management Experience in conducting service delivery inspections baseline or situational analysis assessments and/or evaluation will be an added advantage 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 and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Ability to analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive and operational level. Appropriate experience in project management and execution of primary research. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. A firm understanding on matters of service delivery (models and processes), research (applied), assessments and evaluation within the Public Service. An understanding of how current public administration management and operational processes comply, or do not comply with the CVPs. Good communication, presentation and writing skills. Financial management skills. Supervisory and appropriate People Management and Empowerment. Client Orientation and Customer Focus and Problem solving, analysis and Knowledge Management. Proven strategic capabilities and leadership, Programme and Project Management and Conflict Resolution. Sufficient Computer Skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint presentation. A Valid Driver's License. (with exception of disabled applicants).
<u>DUTIES</u>	:	Manage, coordinate and facilitate Service Delivery Inspections (through research, assessment and/or evaluation projects) Provide quality assurance and advisory support for province-based service delivery inspections (and related projects) as required, including the review of proposals, research tools and reports. Conduct and manage research studies on the effectiveness of government support for service delivery to improve its effectiveness Monitor and report on the implementation of the PSC recommendations and directions (quarterly and bi-annually) and contribute to Section 196(4)(e) report .Provide strategic support to the Office and Commission in the execution of the mandate of the PSC Coordination of Chief Directorate Reporting of Performance Management Information.
<u>ENQUIRIES</u>	:	Ms C Domingo-Swarts Tel No: (012) 352 1289

OTHER POSTS

<u>POST 45/180</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE BEST PRACTICE REF NO: DD/HRBP/12/2025</u>
<u>SALARY</u>	:	R896 436.per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (75%/76% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 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 or Advanced Diploma NQF level 7 majoring in Human Resource Management/Human Resource Development/Industrial Psychology. Postgraduate degrees in the above-mentioned qualifications will

		<p>be an added advantage. 2-3 years' experience at an Assistant Director or equivalent level (for people outside government) in Human Resources or Research and basic project management. Knowledge of Public Service Human Resource Management Regulatory Frameworks, Public Service Financial Regulatory Frameworks, subordinate legislations, e.g. National Treasury and DPSA laws, regulations and directives. Core Management Competencies: data collection, data analysis, research and project management. Process Competencies: service delivery innovation, communication, problem solving and analysis, client orientation and customer focus, knowledge management. Technical Competencies: qualitative and quantitative research, research report writing skills, analytical skills, stakeholder engagement skills, presentation skills, interpersonal skills, communication skills, planning, organizing and coordinating skills, ability to work under pressure and abnormal hours, ability to work in a complex environment and time bound. 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. 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. Females and males are encouraged to apply; preference will be given to coloured, Indian, and white females. Shortlisted candidates will be assessed through an oral interview, practical exercise, and integrity assessments.</p>
<u>DUTIES</u>	:	<p>Research, assess, monitor and evaluate leadership and human resource management practices to enhance evidence-based policy and practice in the public service. Coordinate and support the engagement for Public Service Commission recommendations to promote human resource best practices. Provide strategic advice and review leadership and human resource management processes and practices in the public service. Produce research to produce articles, presentations and/or concept notes, e.g. Pulse, Articles, Keynote speeches/address for Commissioners and presentations to Portfolio Committees, MANCO and other stakeholders.</p>
<u>ENQUIRIES</u>	:	<p>Ms NA Kelengeshe Tel No: (012) 352-1146</p>
<u>POST 45/181</u>	:	<p><u>DEPUTY DIRECTOR: PLANNING, MONITORING AND REPORTING REF NO: DD/PMR/12/2025</u></p>
<u>SALARY</u>	:	<p>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.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Public Service Commission House, Pretoria</p>
	:	<p>Ideal candidate's profile: The successful candidate must have an appropriate recognized Advanced Diploma/Bachelor's degree NQF level 7 in Public Administration/Management/Monitoring and Evaluation/Development studies and Business Management/Administration as recognised by SAQA. 5 years' experience in organisational performance monitoring, reporting and planning and performance auditing. Knowledge and of Treasury Regulations and Planning and Reporting Guidelines, experience in organisational performance reporting, performance auditing, written and verbal communication skills, interpersonal skills, project management and analytical 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).</p>
<u>DUTIES</u>	:	<p>Coordinate and organise PSC Strategic Planning Sessions and Operational Planning Sessions. Develop PSC planning documents for submission to DPME and tabling in Parliament. Coordinate, verify reported performance information and manage the compilation of the quarterly and annual reports. Develop presentations on PSC Planning Documents and Performance Information as and when required. Organise and render Secretariat services to the Management Committee Meetings, (MANCO). Ensure compliance with relevant prescripts.</p>
<u>ENQUIRIES</u>	:	<p>Mr S Maya Tel No: (012) 352-1097</p>

<u>POST 45/182</u>	:	<u>DEPUTY DIRECTOR: PROFESSIONAL ETHICS REF NO: DD/PE/MP/12/2025</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: Mpumalanga Provincial Office, Mbombela Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's degree NQF level 7 majoring in Law/Public Administration/Professional Ethics or equivalent qualification. 3-5 years' supervisory experience at Assistant Director level, with particular focus on: Promotion of Professional Ethics, Management of Conflicts of Interest, Conducting of Investigative Research, Integrity and Anti-Corruption activities. Knowledge of People management, practical experience in project management, excellent communication skills, both verbally and in writing, public speaking and presentation skills. Knowledge of handling public management, administration, Human Resource Practices, corporate governance, and financial management. Reasoning skills and the ability to formulate arguments for and against specific positions in writing. 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 willingness to travel extensively.
<u>DUTIES</u>	:	Promotion of professional ethics in the province through conducting workshops and awareness campaigns relating to ethics frameworks and constitutional values and principles. Facilitate the submission of financial disclosures by all members of the Senior Management Service in the Province. Scrutinize financial disclosures to determine potential and/or actual conflicts of interest. Collate and analyses data on the management of financial misconduct in the province. Draft reports, submissions, memoranda and letters emanating from the performance of the key performance areas. Conduct public administration investigations. Conduct research on professional ethics in the Public Sector. Perform other relevant tasks as assigned by the Provincial Director from time to time.
<u>ENQUIRIES</u>	:	Mr T Matlhare Tel No: (013) 755-4070/1
<u>POST 45/183</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT REF NO: DD/LRI/12/2025 (X2 POSTS)</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 A recognized three-year Bachelor's degree/Diploma (NQF level 7) in Labour Relations/Labour Law/Law. 3-5 years' experience in Labour Relations, grievance resolution, legal interpretation and investigation research at supervisory/ASD level. Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management. Knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Development System and other related Public Service prescripts; experience in project management, research and monitoring; experience in case management. Knowledge and understanding of the Constitution of the Republic of South Africa, 1996, and its application towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVP's. Computer skills in Microsoft Office suite (Word, Excel, PowerPoint and Outlook). Excellent report writing, interpersonal skills; verbal communication; and presentation skills. Commitment to working under sustained pressure and be self-motivated, results orientated and show initiative. Ability to work independently and in matrix teams. Knowledge of people management. Must be in possession of a valid driver's license (with the exception to people with disabilities) and be

		willing to travel extensively and ability to relate well with all levels of stakeholders.
<u>DUTIES</u>	:	Investigate grievances through evaluation, research, analysis and draft investigative reports. Present grievance reports to the Commission; attend and provide support to the work related to the management and grievance reports and outcomes. Monitor the implementation of PSC recommendations. Manage the grievances management system, database and SharePoint. Manage Labour Relations projects, conduct research and draft articles. Conduct Labour Relations research projects in the Departments. Conduct Labour Relations promotional events or the Commission's work in general.
<u>ENQUIRIES</u>	:	Ms Meso/ Mr L Yekwa Tel No: (012) 352 1063/1140
<u>POST 45/184</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT REF NO: DD/LRI/FS/12/2025</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 Free State Provincial Office, Bloemfontein A recognized three-year Bachelor's degree/Diploma (NQF level 7) in Labour Relations/Labour Law/Law. 3-5 years' experience in Labour Relations, grievance resolution, legal interpretation and investigation research at supervisory/ASD level. Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management. Knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Development System and other related Public Service prescripts; experience in project management, research and monitoring; experience in case management. Knowledge and understanding of the Constitution of the Republic of South Africa, 1996, and its application towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVP's. Computer skills in Microsoft Office suite (Word, Excel, PowerPoint and Outlook). Excellent report writing, interpersonal skills; verbal communication; and presentation skills. Commitment to working under sustained pressure and be self-motivated, results orientated and show initiative. Ability to work independently and in matrix teams. Knowledge of people management. Possesses a valid driver's license (with the exception to people with disabilities) and be willing to travel extensively and ability to relate well with all levels of stakeholders.
<u>DUTIES</u>	:	Investigate grievances through evaluation, research, analysis and draft investigative reports. Present grievance reports to the Commission; attend and provide support to the work related to the management and grievance reports and outcomes. Monitor the implementation of PSC recommendations. Manage the grievances management system, database and SharePoint. Manage Labour Relations projects, conduct research and draft articles. Conduct Labour Relations research projects in the Departments. Conduct Labour Relations promotional events or the Commission's work in general.
<u>ENQUIRIES</u>	:	Mr S Mlisana Tel No: (051) 448-8696
<u>POST 45/185</u>	:	<u>DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD/PAI/NWPO/12/2025</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 North West Provincial Office, Mmabatho/Mahikeng Ideal candidate's profile: The successful candidate must have an Appropriate recognised National Diploma/Bachelor's degree (NQF level 6/7) in the field of Law/Labour law/Forensic Investigations/Public Administration or Management/Internal Auditing/ Investigation/HRM/Industrial Psychology or relevant equivalent qualifications. 3-4 years' experience at an Assistant

Director level or equivalent level in investigations, Public Administration investigations, forensic investigations, internal auditing, fraud and anti-corruption investigations, financial or human resource management/personnel investigations and experience in the application and interpretation of the regulatory prescripts and case law. Knowledge of the Constitution of the Republic of South Africa 1996, Protection of Personal Information Act, Public Service Act 1994, Public Administration Management Act 2014, Public Service Commission Act 1997, the Promotion of Access to Information Act 2000, Promotion of Administrative Justice Act 2000, Public Finance Management Act 1999, case law, Public Service Regulations 2016 as amended, National Treasury Regulations, Supply Chain Management prescripts. The ability to conduct investigations in respect of personnel and public administration practices. Ability to analyse, interpret and apply legislation, information, policies, etc. Ability to function independently and as part of a team. Ability to work under pressure. Well organised. Investigative, interviewing and analytical skills; Good written and verbal Communication skills. Computer literacy (Ms Word, PowerPoint, Excel and Outlook). Report writing skills. A valid driver's license is required (except for people with disabilities). Knowledge of project management principles. Strategic planning skills. Ability to co-ordinate various activities, actions and persons. Knowledge of Treasury Instructions, Government finances and general budget keeping practices. Financial and Human Resource Management skills. Ability to analyse financial reports. Ability to analyse the procurement process in the Public Service. Good written and verbal communication skills with specific reference to: Conducting interviews, making presentations regarding proposed investigations, including the finding of investigations. Writing reports, submissions, letters and memoranda.

DUTIES

: Conduct Public Administration Investigations and Personnel Practices complaints lodged with the Public Service Commission. Initiate and conduct own-accord investigations. Conduct investigative research into areas of Public Administration practices Draft reports with appropriate findings, recommendations/directions/ advice Conduct monthly, quarterly and bi-annual monitoring of the implementation of the PSC's recommendations and directions and update relevant databases Maintain Integrated Complaints and Grievance System and monthly complaints database. Compile presentations on investigative reports Provide support in the promotion and evaluation of the CVPs in section 195 of the Constitution. Management of National Anti-Corruption Cases and follow up on cases referred to departments for investigation for feedback. Perform other tasks relating to Professional Ethics, Labour Relations Improvement, Monitoring and Evaluation and Research assigned by the Provincial Director. Perform other ad hoc activities assigned by PSC. Provide support to the Provincial Director and the office through participation in various committees. Human Resources and Financial Management.

ENQUIRIES

: Mr L Mautlwa Tel No: (018) 384-1000

POST 45/186

: **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT AND AUXILIARY SERVICES REF NO: ASD/FMAS/12/2025**

SALARY CENTRE REQUIREMENTS

: R468 459 per annum (Level 09)
: Public Service Commission House, Pretoria
: Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's degree, B. Tech/ Advanced Diploma (NQF 7) in Facilities Management or Property Management. 3-5 years' supervisory experience in facilities management or property management in the public sector, 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, numerical and analytical 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 have 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 (CVP s) 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).

<u>DUTIES</u>	:	Provide support in Managing procurement of office accommodation Managing of Facilities and Auxiliary services Supervision of Registry/Record Management, Transport Services and Cleaning services Supervision of Human Resources Develop, implement and review Facilities Management Policies.
<u>ENQUIRIES</u>	:	Mr Z Tshatshelo Tel No: (012) 352 1106
<u>POST 45/187</u>	:	<u>ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: ASD/SS/12/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree, B. Tech/ Advanced Diploma (NQF 7) in the field of Security Management, must be in a possession of Grade A PSIRA certificate, Completion of SSA Security Advisory Course, 3-5 years' supervisory experience as Senior Security Officer will be an added advantage, including in the private sector advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good communication and should possess technical skills such as Alertness, Attention to detail, Rapid response, Analytical and Critical skills. Problem solving skills. Good interpersonal relations. Must have: Computer Literacy and 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 have 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 Planning and organising, Coaching/Mentoring skills, Communication skills, Customer focus, Policy analysis, Interpersonal Skills, Observation Skills, Time Management Skills, Emotional intelligence skills, Must have Knowledge of Security procedures and Security technologies and a 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).
<u>DUTIES</u>	:	Administration of personnel, documents, communication, information and physical security Develop and maintain a Security awareness programme Conduct Security Threats and Risk Assessments Forge relations with external security Agencies and other organs of state Develop, implement and review Security Policies Responsible for People Management.
<u>ENQUIRIES</u>	:	Mr Z Tshatshelo Tel No: (012) 352 1106
<u>POST 45/188</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT REF NO: ASDPOS/NW/12/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Public Service Commission Northwest Provincial Office
<u>REQUIREMENTS</u>	:	Ideal Candidate Profile: Senior Certificate/ Grade 12 (NQF Level 4). A National Diploma/Degree (New NQF Level 6 or 7) in the field of Social Sciences, Labour Relations/Law/Public Administration/Management, Industrial Psychology, Office Administration/Management, Human Resources Management or equivalent relevant qualification 2-3 years' experience as State Administration Officer/Administrative Officer/Personal Assistant or equivalent experience in a related field, including in the private sector 2 – 3 years' experience in M&E and Research/Investigations/Ethics Management at salary level 7/8 or equivalent will serve as added advantage. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. 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).

<u>DUTIES</u>	:	Provide support and assist in: Conducting investigations of Grievances and Complaints emanating from the Provincial Departments Handling of cases from National Anti-Corruption Hotline Collecting and Consolidating the six-monthly grievance reports from Provincial Departments Advocacy Monitoring and Evaluation of adherence by Provincial Departments to the Constitutional Values and Principles Governing Public Administration. Professional Ethics Research Projects Service Delivery Inspections 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 and update system and databases. Attend to ad hoc functions as may be directed by the Provincial Director. Corporate service support (human resources management, financial management-expenditure monitoring), supply chain management, cleaning services, records management, facility management, security services, leave administration, PMDS, petty cash management, management of invoices, gift management, asset management, etc.) to the Provincial Director and Commissioner. Perform any duties assigned by the Provincial Director and participate in various committees.
<u>ENQUIRIES</u>	:	Mr JL Mautiwa Tel No: (018) 348 1000
<u>POST 45/189</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS (1)</u> <u>REF NO: ASD/PAI/12/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised National Diploma / Bachelor's degree (NQF level 6) in Law / Auditing / Forensic Investigations / Public Administration / Social Sciences or related field. A minimum of three (3) years' experience in conducting Forensic Investigations / Investigations / Auditing / Fraud and Anti-Corruption regarding personnel and public administration practices. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, 1996, the Public Service Act, 1994, the Public Service Commission Act, 1997, the Public Finance Management Act, 1999, the Public Service Regulations, National Treasury Regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite (Word, PowerPoint, Excel and Outlook) Must have a valid driver's license (with exception of disabled applicants).
<u>DUTIES</u>	:	Conduct investigations into complaints lodged with the PSC regarding personnel and public administration practices. Conduct own accord investigations into areas of personnel and public administration practices. Report on investigations conducted, including own accord investigations. Monitor and report on the implementation of the PSC's recommendations and/or directions. Provide strategic support to the organization in the execution of the mandate of the PSC.
<u>ENQUIRIES</u>	:	Ms H Sethole Tel No: (012) 352 1226
<u>POST 45/190</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: HRP/PMP/12/2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Public Service Commission National Office, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate Appropriate (NQF Level 6) in Human Resources Management, Human Resource Development, Industrial Psychology, Public Management or Public Administration. 1 to 3 years' experience in the field. Extensive knowledge and experience of PERSAL. Administration skills Good Communication skills, Interpersonal skills Proven Computer skills in the Microsoft Office Suite (Word, Excel, PowerPoint and Outlook Human resource skills Organising skills. Good writing skills Ability to handle confidential information. Records management experience. Conflict management skills.
<u>DUTIES</u>	:	PERSAL Personnel Controller. Supervise the administration of all Conditions of Service and Employee Benefits. Scheduling and monitoring of applications.

		Supervise staff performance and development. Administration and processing of all Conditions of Service and Employee Benefits.
<u>ENQUIRIES</u>	:	Ms L Human Tel No: (012) 352-1115
<u>POST 45/191</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: SHRP/HRD/12/2025</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Public Service Commission National Office, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate Appropriate (NQF level 6) in Human Resources Management, Human Resource Development, Industrial Psychology, Public Management or Public Administration. Minimum of (1-3) years relevant experience in Human Resource Development field. Demonstrated experience in using PERSAL. Knowledge: Knowledge of the Public Service Act & Regulations, and relevant MPSA Directives and Determinations (understand, interpret and apply). Knowledge of the relevant HR legislation (e.g., Skills Development Act, Labour Relations Act, Employment Equity Act). Knowledge of the PERSAL system and registration of system control change (SCC). Knowledge of the legislative frameworks in the public service. Microsoft Office suite. Protocol, etiquette and diplomacy. Batho Pele Principles. Code of Conduct. Competencies/skills. Strong oral and written communication skills. Strong interpersonal skills. Strong planning and organizing skills. Good writing skills. Problem solving and analysis. Client orientation and customer focus. Analytical skills and creative thinking. Capabilities: Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Basic analytics. Basic research. Basic financial management. Numeracy. Personal Attributes: Professionalism. High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, Trustworthy Computer skills (MS Word, MS Excel, MS PowerPoint). Problem solving. Decision making. Interpersonal. Attention to detail. Assertive. Good writing and verbal communication. Honest and ethical. Must possess a driver's license with the exception of people with disabilities.
<u>DUTIES</u>	:	Management of AET, Internship, Learnership and Workplace Integrated Learning Programmes, Administer SETA-aligned programmes, learnerships, and bursary tracking and administration. Orientation/Re-Oriented of new/existing employees in the OPSC. Implement the Workplace Skills Plan and report on training activities. Assist in the implementation of performance improvement interventions. Assist in identifying training needs through skills audits and performance reviews. Coordinate internal and external training interventions aligned to WSP priorities. Human Resource Management and Mentoring of Interns and Learners. Implementation of Employee Performance Management and Development System. Develop and review HRD policies and Standard Operating Procedures.
<u>ENQUIRIES</u>	:	Ms MM Mahuma Tel No: (012) 352 1196
<u>POST 45/192</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION REF NO: SHRP/RS/12/2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Public Service Commission National Office, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Senior (or equivalent Certificate) or an appropriate recognized National Diploma in Human Resource Management, Human Resource Development or equivalent (NQF level 6). 1 to 3 years' experience in Recruitment and Selection, knowledge of Human resource planning and policy development; personnel administration. At least two (2) years' experience in human resource management field. Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of legislative framework governing the public service. Knowledge of PERSAL. Good communication (verbal and written), interpersonal, problem solving, numeracy, literacy, analytical, client oriented, presentation. Computer skills (MS Word, MS Excel, MS PowerPoint) . Problem solving. Decision making. Interpersonal. Attention to detail. Assertive, good writing and verbal communication. Honest and ethical. Must possess a driver's license with the exception of people with disabilities.
<u>DUTIES</u>	:	Recruitment and Selection, HR provisioning (Recruitment and Selection, Appointments, verification of qualification, and secretariat functions. Human

		Resource Management Practices, Appointments. Develop and Review Policies. Human Resource Planning.
<u>ENQUIRIES</u>	:	Mr NA Ledwaba Tel No: (012) 352 1196
<u>POST 45/193</u>	:	<u>SENIOR STATE ACCOUNTANT: SALARIES REF NO: SSA:S/12/2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognize National Diploma (NQF Level 6) in the field of Financial Management or Management Accounting. 3-5 years working experience in the Salary/Payroll/PAYE Administration, Debtors Administration, Balance Reconciliation, and financial accounting environment in the public service, including in the private sector. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good communication and must have technical skills such as: financial, accounting, numeric skills Extensive knowledge and expertise in (3-5 years) of BAS and PERSAL systems and the Standard Chart of Accounts (SCOA), Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Financial Management and ability to interpret and apply financial policies. Must possess innovative, initiative, problem-Solving and Analysis skills, Knowledge of other Public Service procedures and prescripts applicable to your area of work, Professional skills; Ability to accept responsibility and produce good quality of work; Good communication skills (written and verbal). 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).
<u>DUTIES</u>	:	Ensuring control over filing and safe keeping of salary related documents and ensure that payroll reports are distributed and certified correctly and timeously as regulated. Authorise transactions on PERSAL and BAS and compile monthly PERSAL-BAS reconciliation. Ensure that all debtors are managed, reconciled and collected properly and make follow-ups where necessary. Oversee all SARS related PAYE matters and returns, including e-Filing reconciliation and supervise the work performance of direct subordinate.
<u>ENQUIRIES</u>	:	Mr N Fabricius Tel No: (012) 352 1080
<u>POST 45/194</u>	:	<u>SENIOR ADMINISTRATION OFFICER: FREE STATE PROVINCIAL OFFICE REF NO. SNR/ADMIN/FSPO/12/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Office of The Public Service Commission, Free State Provincial Office
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). National Diploma/ Diploma or equivalent qualification (NQF level 6) in the field of Social Sciences, Monitoring and Evaluation, Public Administration/Management and/or Development Management. Minimum of 1-3 years' experience of Administration in general. Knowledge: Human Resource Legislation. Public Management Administration. Human Resource Practices. Skills: Planning and Organising skills. Project Management skills. Presentation skills. Report Writing skills. Communication skills.
<u>DUTIES</u>	:	Supervise and perform supply chain management functions in the province. Oversee and perform asset management functions in the Office. Assist with financial management processes in the province. Oversee the implementation of the records management system and processes. Participate in projects of the Provincial Office and the OPSC in general. Performing any other Ad Hoc functions as determined by the Provincial Director.
<u>ENQUIRIES</u>	:	Mr S Mlisana Tel No: (051) 448-8696
<u>POST 45/195</u>	:	<u>ADMINISTRATIVE SECRETARY REF NO: ADM SEC/LMP/12/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate, National Diploma (NQF level 6) in Office Management

		and/Administration and a relevant NQF level 7 qualification will be an added advantage. 3-5 years' experience as a secretary for senior managers. General Administration Knowledge. Knowledge of MS office suite. Good Communication skills. Proven computer skills in the Microsoft Office Suite. Organising skills. Business writing skills. Telephone Etiquette.
<u>DUTIES</u>	:	Key Performance Areas: Render effective and efficient administrative and secretarial support service to the Deputy Director-General: Leadership Management Practices. Manage the administration of the Office of the Deputy Director-General. Manage the Diary of the Deputy Director-General. Act as Liaison with the internal and external Stakeholders. Perform background research for papers, speeches and prepare presentations for the Deputy Director-General. Coordinate planning and reporting for the Branch.
<u>ENQUIRIES</u>		Dr K Sedibe Tel No: (012) 352 1206
<u>POST 45/196</u>	:	<u>STATE ADMINISTRATION OFFICER TO THE COMMISSIONER: HEAD OFFICE REF NO: SAO/NO/12/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Applicants must be in possession of Matric/Grade 12 certificate (NQF Level 4). A bachelor's degree (NQF 7) in administration or a National Diploma (NQF 6) in Office Management, Management Assistant, Public Administration or Public Management. 5 years' experience in the Public Service, of which at least 3 years must involve providing support service to senior management.
<u>DUTIES</u>	:	Rendering administrative support service to Commissioner. Provide secretarial and personal assistant services to the Commissioner. To control expenditure in the Office of the Commissioner. To coordinate information for the Commissioner's reporting and cluster commitments. Provide personal support to Commissioner.
<u>ENQUIRIES</u>	:	Ms N Gwaza Tel No: (021) 418 4901/2
<u>POST 45/197</u>	:	<u>STATE ADMINISTRATION OFFICER: CHIEF DIRECTORATE: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: S/A/O/PAI/12/2025</u>
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Office of The Public Service Commission, Head Office
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Applicants must be in possession of a Degree/ National Diploma (NQF level 6) in Public Administration / Public Management / Human Resource Management A minimum of three (3) years' experience in administrative work. Knowledge: Knowledge of the Public Service regulatory framework and the application thereof Knowledge of the departmental policies and the application thereof Advance computer Literacy Microsoft Office Operating Systems Operating office equipment Telephone etiquette Office etiquette. Skills Research skills Office administration. Above average typing skills, including minute taking Good stakeholders liaison, interpersonal and communication skills (verbal and written) Planning, coordinating and organizing. Personal Attributes Ability to work independently and efficiently under pressure Approachable/friendly personality Dedication, loyalty, reliability and honesty Sense of responsibility.
<u>DUTIES</u>	:	Conduct investigations into complaints lodged with the PSC Assist with gathering of data and the management of databases Complete of ad-hoc tasks Coordinate information for relevant Commissioner's cluster departments.
<u>ENQUIRIES</u>	:	Ms T Mashikinya Tel No: (012) 352 1139
<u>POST 45/198</u>	:	<u>STATE ADMINISTRATION OFFICER TO THE COMMISSIONER: MPUMALANGA PROVINCIAL OFFICE REF NO: SAO/MP/12/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). A bachelor's degree (NQF 7) in administration or a National Diploma (NQF 6) in Office Management, Management Assistant, Public Administration or Public Management. 5 years' experience in the Public Service, of which at least 3 years must involve providing support service to senior management.

<u>DUTIES</u>	:	Rendering administrative support service to Commissioner. Provide secretarial and personal assistant services to the Commissioner. To control expenditure in the Office of the Commissioner. To coordinate information for the Commissioner's reporting and cluster commitments. Provide personal support to Commissioner.
<u>ENQUIRIES</u>	:	Ms N Gwaza Tel No: (021) 418 4901/2
<u>POST 45/199</u>	:	<u>ADMINISTRATIVE SECRETARY REF NO: ADM SEC/IAC/12/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate, National Diploma (NQF level 6) in Office Management and/ Administration. 3-5years experience as a secretary for senior managers. General Administration Knowledge. Knowledge of the Microsoft Office Suite, Communication Skills, Organising skills. Business writing skills. Good Interpersonal Skills. Telephone Etiquette.
<u>DUTIES</u>	:	Render effective and efficient administrative and secretarial support service to the Deputy Director-General: integrity and Anti-Corruption. Manage the administration of the Office of the Deputy Director-General. Manage the Diary of the Deputy Director-General. Review reports and documents submitted to the DDG 's office. Act as Liaison with the Stakeholders. Perform background research for papers, speeches and prepare presentations for the Deputy Director-General.
<u>ENQUIRIES</u>	:	Mr M Malatsi Tel No: (012) 352 1073
<u>POST 45/200</u>	:	<u>ADMINISTRATIVE SECRETARY GRIII: REF NO: AS/CD/GM/12/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate. Post matric certificate in Office Administration / Secretarial Support NQF 6 (Diploma) and above in Office Administration / Secretarial Support or related field will be an added advantage. Minimum of 5 years in Office Administration and Secretarial Support. Typing competency experience. Administration skills. General Administration Knowledge. Typing skills. Computer skills. Communications skills. Organization skills and Business writing skills.
<u>DUTIES</u>	:	Render Effective and efficient administrative and Secretarial Support to the Chief Director and the Directors within the Chief Directorate. Manage the administration of the Office of the Chief Director and the Directorates. Provide administrative support for research, monitoring/evaluation projects and conferences/workshops/round table sessions within the Chief Directorate. Management of the Registry. Provision of logistical support for the whole Chief Directorate. Management of relationships between the components within the Chief Directorate as well as the Chief Directorate's internal and external stakeholders.
<u>ENQUIRIES</u>	:	Dr N Nleya Tel No: (012) 352 1018
<u>POST 45/201</u>	:	<u>ADMINISTRATIVE SECRETARY GRIII: REF NO: AS/CD/PMP/12/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Office of The Public Service Commission, Head Office
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate. Post matric certificate in Office Administration / Secretarial Support NQF 6 (Diploma) and above in Office Administration / Secretarial Support or related field will be an added advantage. Minimum of 5 years in Office Administration and Secretarial Support. Typing competency experience. Administration skills. Good Communication skills. Interpersonal skills. Proven Computer skills in the Microsoft Office Suite. Typing skills. Organising skills. Business writing skills. Ability to handle confidential information.
<u>DUTIES</u>	:	Render effective and efficient administrative and Secretarial Support Service to the Chief Director and the Directorates within the Chief Directorate. Manage the administration of the Office of the Chief Director and the Directorates. Provide administrative support for research, monitoring/evaluation projects and conferences/workshops/roundtable sessions within the Chief Directorate. Management of the Registry. Provision of logistical support. Management of

		relationships between the components within the Chief Directorate, internal components and external stakeholders.
<u>ENQUIRIES</u>	:	Mr B Saki Tel No: (012) 352 1196
<u>POST 45/202</u>	:	<u>DOCUMENT CONTROL CLERK: FINANCIAL MANAGEMENT REF NO: DCC/FM/12/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Public Service Commission House, Pretoria A senior certificate/Grade 12 with accounting will be added as advantages. 0-2 years working experience within Finance (experience of 1-2 working experience within Finance environment will be an added advantage. Knowledge of BAS, LOGIS and PERSAL transversal systems.
<u>DUTIES</u>	:	Maintain Commitment Register with regard to invoices received internally and externally. Follow-up on all invoices sent out for certification of approval. Compile payments in line with financial prescripts and departmental policies. Ensure that all valid invoices are processed within 30 days. Maintain filing for all processed BAS and LOGIS payments. Attend to all requests for information received from Auditor-General of South Africa in relation to payment batches.
<u>ENQUIRIES</u>	:	Mr N Fabricius Tel No: (012) 352 1080
<u>POST 45/203</u>	:	<u>ADMINISTRATIVE SECRETARY REF NO: AS/NWPO/12/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Office of The Public Service Commission North-West Provincial Office, Mmabatho Ideal candidate profile: Applicants must be in possession of a Senior Certificate/Grade 12 (NQF Level 4). Diploma in Office Administration or Public Administration/Management or Secretarial will be an added advantage. Administration skills. Good Communication skills. Interpersonal skills. Computer skills in the Microsoft Office Suite. Typing skills. Organising skills. Business writing skills. Time Management. Attention to detail. Ability to handle confidential information.
<u>DUTIES</u>	:	Render effective and efficient administrative, secretarial, research and liaison support service to the Provincial Director and the component. Management of the registry (correspondence, filing, document preparation). Provide logistical support to the Provincial Director and the component. Management of stakeholder relations between the components and the Provincial Director, internal and external stakeholders. Manage Provincial Director's diary. Management of reception area. Management of petty cash. Perform any duties assigned by the Provincial Director.
<u>ENQUIRIES</u>	:	Mr L Mautlwa Tel No: (018) 384-1000
<u>POST 45/204</u>	:	<u>ADMINISTRATIVE SECRETARY REF NO: AS/WCPO/12/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Office of The Public Service Commission Western Cape, Cape Town Ideal candidate profile: Applicants must be in possession of a Senior Certificate Diploma in Office Administration or Public Administration/Management or Secretarial will be an added advantage Typing competency and experience Administration skills Good Communication skills, Interpersonal skills. Proven Computer skills in the Microsoft Office Suite Typing skills Organising skills Business writing skills Ability to handle confidential information.
<u>DUTIES</u>	:	Render effective and efficient administrative and secretarial support service to the Provincial Director. Management of the registry (incoming and outgoing correspondence). Managing Provincial Director's Diary. Provide logistical services to the Provincial Director and components. Management of relationships between the components and the Provincial Director, internal and external stakeholders. Manage records of the office. Manage reception and switchboard of the office. Control of petty cash.
<u>ENQUIRIES</u>	:	Mr M Pretorius Tel No: (021) 421 3980