

ANNEXURE N

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.

<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>	:	20 February 2026; 16h30
<u>NOTES</u>	:	Applications must consist of a) A fully completed and signed PDF 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 PDF 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 personnel suitability checks on recommended candidates. Correspondence will be limited to shortlisted candidates only, thus, if you have not been contacted within 3 months from the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be considered and the OPSC will not be held liable. All shortlisted candidates including SMS shall undertake two pre-entry assessments. Following the interview and technical exercise on SMS posts, 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 (Nyukela) 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. All shortlisted candidates must avail themselves on the date and time determined by the OPSC. The OPSC reserves the right to fill or not fill any vacant post.

MANAGEMENT ECHELON

<u>POST 04/127</u>	:	<u>CHIEF DIRECTOR: INTEGRITY MANAGEMENT AND ETHICS REF NO: CD/IME/01/2026</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 recognized Bachelor's degree (NQF level 7) in Public Management/Public Administration / Developmental Social Sciences, Law or related field. A Master's degree in Workplace/Business Ethics and Certification as Ethics Officer will serve as an added advantage. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) should be submitted prior to appointment. Five (5) years' experience at the senior managerial level in Ethics / Integrity or Anti-corruption environment. Proven experience in advocacy. Proven experience in applied

<p>research, monitoring and evaluation. Proficiency in coordinating multi-stakeholder projects. Thorough understanding and knowledge of the legislative framework governing ethics / integrity/anti-corruption. Skills: Knowledge of handling legal, administrative and ethical practices and corporate governance. Strategic capability and leadership. Programme and project management. People management and empowerment. Team leadership. Financial Management. Planning and organizing. Strategic capability and leadership. Communication. Honesty and integrity. Problem solving and analysis. Client orientation and customer focus. Knowledge management. Technical skills: Change management. Service delivery innovation. Risk management. Analytical skills Microsoft Office Suite. Must possess a valid driver's license (with exception of disabled applicants).</p>	
<u>DUTIES</u>	: Provide strategic direction and conceptual leadership to ensure quality delivery in the area of Professional Ethics. Conduct research in the area of Professional Ethics. Manage and support evaluations and promotion of the Constitutional Values and Principles in the Chief Directorate. Manage the monitoring and reporting on implementation of the Public Service Commission (PSC) recommendations and directions. Provide strategic support to the Office and the Commission in the execution of the PSC mandate. Manage human and financial resources.
<u>ENQUIRIES</u>	: Mr M Malatsi Tel No: (012) 352 1073
<u>POST 04/128</u>	: <u>CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: CD/PMP/01/2026</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 recognised Bachelor's degree (NQF level 7) in Public Management/Public Administration/Human Resource Management/ Industrial Psychology. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) should be submitted prior to appointment. 5 years' experience at the senior managerial level in Human Resource Management or Corporate Services. Thorough understanding and knowledge of the legislative framework governing human resources. Skills: Planning and organizing. Strategic capability and leadership. Communication. Honesty and integrity. Problem solving and analysis. Team leadership. Client orientation and customer focus. Knowledge management. Financial management. Programme & project management. Change management. Organisational development. Service delivery innovation. People management and empowerment. Microsoft Office Suite. Must possess valid driver's license (with exception of disabled applicants).
<u>DUTIES</u>	: Ensure the provision of efficient Human Resource Management, Human Resource Development, Organisational Development and Transformation services to the clients of the organization. Ensure the provision of a safe, secure and conductive work environment. Ensure the provision of internal and external communication services. Lead and direct the utilization of the resources allocated to the Chief Directorate.
<u>ENQUIRIES</u>	: Mr B Saki Tel No: (012) 352 1196
<u>POST 04/129</u>	: <u>PROVINCIAL DIRECTOR: MPUMALANGA REF NO: PD/MPU/01/2026</u>
<u>SALARY</u>	: 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.
<u>CENTRE REQUIREMENTS</u>	: Office of The Public Service Commission, Mpumalanga Provincial Office, Mbombela 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 Management/Administration, Human Resource Management/Labour Relations/Law/Labour Law, Industrial and Organisation Psychology or Monitoring and Evaluation. A relevant NQF level 8 and above qualification will serve as an added advantage. Five (5) years' relevant experience at a middle/senior managerial level with specific focus on either of the following: Monitoring and Evaluation, Investigations, Integrity and Anti-corruption, Research or Labour Relations. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) should be submitted prior to appointment. Proficiency in collecting and analysing data on the Public Service performance indicators. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Skills: Ability to plan and coordinate activities at executive level. Proficiency in the interpretation and application of prescripts Communication. Conflict Management and Mediation. Stakeholder engagement and management. People Management and Empowerment. Financial management. Report-writing. Research. Data Analysis. Project management. Change management. Strategic capability and leadership. Computer literacy (Microsoft Office Suite). A Valid Driver's License. (with exception of disabled applicants).

DUTIES : Manage, lead and provide effective support in the area of Leadership and Management Practices. Manage, lead and provide effective support in the area of Monitoring and Evaluation and Research. Manage, lead and provide effective support in the area of Integrity and Anti- Corruption. Provide strategic support to the Office and Provincially based Commissioner in the execution of the mandate of the PSC. Provide corporate service support to the Provincial Office.

ENQUIRIES : Mr M Malatsi Tel No: (012) 352 1073

OTHER POSTS

POST 04/130 : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AND KNOWLEGDE MANAGEMENT REF NO: DD/IT&KM/01/2026**

SALARY : R1 059 105 per annum (Level 12), (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.

CENTRE REQUIREMENTS : Public Service Commission House, Pretoria

Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor's degree/Bachelor of Technology degree NQF level 7 majoring in the field of Information Technology. 3-4 years' experience at an Assistant Director or equivalent level (for people outside government) in the area of software design and SharePoint administration. SharePoint Certificate is important and Project Management Certificate (e.g. PMBOK, PRINCE2). Experience in system development. Knowledge of Public Service Regulatory framework and application thereof. Knowledge in the area of Information Technology and Communications. Knowledge in monitoring and assessment in the public sector/service. Skills: Analytical and report writing. Good verbal and communication skills. Project management and coordination. Financial management. Computer literacy (Microsoft Office Suite). Must possess a valid driver's license (with exception to people with disabilities).

DUTIES : Manage and facilitate infrastructure and operational support services. Manage and provide Microsoft Sharepoint systems development and administration. Manage and provide cloud security services and administration. Provide support for information and knowledge management processes. Provide support for IT governance risk and compliance services. Manage human and financial resources.

ENQUIRIES : Mr SH Katz Tel No: (012) 352-1001

POST 04/131 : **ASSISTANT DIRECTOR: LEGAL SUPPORT REF NO: ASD/LS/01/2026**

SALARY CENTRE : R468 459 per annum (Level 09)

Public Service Commission House, Pretoria

<u>REQUIREMENTS</u>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor's degree/Bachelor Proc /Law/Advance Law degree NQF level 7. 3 years' relevant experience in legal research, legal drafting, legal practice and legislative drafting. Admission as an attorney/advocate will be an added advantage). Knowledge of the following legislation and prescripts: The Constitution, Public Service Act, Public Administration Management Act, Public Service Commission Act, The Promotion of Administrative Justice Act, Public Finance Management Act, Public Service Regulations, National Treasury Regulations, Supply Chain Management prescripts. Skills: Ability to conduct investigations in respect of personnel and public administration practices. Ability to analyse, interpret and apply legislation, information, policies. Ability to function independently or as part of a team. Ability to work under pressure. Well organized. Knowledge of project management principles. Strategic planning. Coordination. Financial and Human Resource management. Ability to analyse financial reports. Ability to analyse the procurement process in the Public Service. Good written and verbal communication with specific reference to: conducting interviews, making presentations, writing reports, submissions and memorandums. Computer literacy (Microsoft office Suite). Good proficiency in English and other languages. Research and analytical. Team player and interpersonal relations. Ability to communicate potential legal risks. Time management. Legislative drafting. Attention to detail and correctness. Multi tasked. Adaptive, enthusiastic and respectful. 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).
<u>DUTIES</u>	:	Conducting legal research. Draft legal opinions and provide legal support services. Provide legal administration support. Provide office support.
<u>ENQUIRIES</u>	:	Adv. S Makinde Tel No: (012) 352-1188
<u>POST 04/132</u>	:	<u>STATE ADMINISTRATION OFFICER: LEGAL SUPPORT REF NO: SAO/LS/01/2026</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma / Bachelor's degree in Social Sciences / Public Administration / Public Management and Human Resource Management. 1-2 years' relevant experience in Office Administration and Management. Knowledge of the public service regulatory framework and the application thereof. Skills: Telephone etiquette. Office etiquette. Research. Office Administration. Good stakeholder liaison. Interpersonal and communications (verbal and written). Planning, coordinating and organizing. Ability to work independently and efficiently under pressure. Approachable/friendly personality. Dedicated, loyal, reliable, honest and sense of responsibility. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. Advance computer literacy (Microsoft Office Suite). Must possess a valid driver's license (with exception to people with disabilities).
<u>DUTIES</u>	:	Render Administrative Support service to Directorate: Litigation and Legal Services. Provide Secretarial and Personal Assistance services to the Directorate: Litigation and Legal Services. Conduct research and coordinate information for the Directorate. General Support to the Public Service Commission.
<u>ENQUIRIES</u>	:	Adv. S Makinde Tel No: (012) 352-1188