

CENTRE FOR PUBLIC SERVICE INNOVATION

- APPLICATIONS** : Applications should be submitted on CPSI eRecruitment (<https://erecruitment.cpsi.co.za>). This link address is only for the CPSI applications. Emailed or hand-delivered/posted/couriered applications will not be considered.
- CLOSING DATE** : 14 May @ 23h59. Submission of applications received after the closing date will not be considered.
- NOTE** : The CPSI is a National Government Component listed in Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI's vision is to enable a solution-focused, effective, and efficient public sector, and is playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in public service through developing new solutions and unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions: (1) Providing the Minister (and his portfolio organisations) with independent, diverse, and forward-looking advice and research, as well as partnerships that enhance Public Service innovation. (2) Creating an enabling environment that nurtures, supports, and encourages innovation within the South African Government. (3) Initiating, implementing, and managing self-sustainable innovation projects in partnership with other government institutions, the private sector, and other relevant stakeholders. (4) Implementing special projects that are mandated by the Minister from time to time. It is the intention to promote re-presentively in the CPSI through the filling of this position. Applicants should note that the information required on the new form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/document) will be uploaded onto the system during the application process, whereafter a form will be generated. Applicants thus do not have to upload a completed and signed new Z83 form. Do, however, note that failure to upload ALL required information onto the system may lead to disqualification of the application during the selection process. By submitting your application, you also consent to the Centre for Public Service Innovation (the CPSI) processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at their own expense. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview, as communicated by Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks, criminal and credit checks). The SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. The successful candidate will be expected to enter into an employment contract and a performance agreement within three (3) months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only, if you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Regrettably, due to excessive budget cuts, the department cannot meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for shortlisted and successful candidates. CPSI reserves the right not to fill the above-mentioned posts, withdraw, or put a position on hold, and/or to re-advertise a post. The CPSI is compliant with the requirements of POPIA.

OTHER POSTS

- POST 14/06** : **ASSISTANT ADMINISTRATOR: SYSTEM DEVELOPER REF NO: 0001/2026**
(X3 POSTS)
One (1)-year contract
- SALARY** : R237 453 per annum (Level 05), plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/Grade 12 certificate. A recognised National Diploma (NQF level 6) qualification in Software and Systems Development. Knowledge of the software development lifecycle and developer ecosystems. Knowledge of programming languages, knowledge of web development. Knowledge of software development and coding languages such as C#, .NET. Excellent planning and organising skills. Computer literacy (Microsoft Office Suite). Excellent verbal and written communication skills. Ability to work under pressure. Personal Profile: Ability to set and meet deadlines. Must have strong interpersonal skills, demonstrate sound work ethics, and be honest, respectful, and trustworthy. Client orientation and customer focus. Understands the importance of maintaining the confidentiality of sensitive employee information. Good verbal and written communication skills. Ability to communicate with internal and external partners. Good interpersonal, presentation, coordination, computer, and report-writing skills.
- DUTIES** : Provide effective and efficient support to senior system developers. Assist in the development of software solutions and systems. Assist with system administration functions. Provide technical support for CPSI projects and related initiatives. Assist with user training. Provide minute-taking support for projects related to the System Developer Unit. Willingness to travel and work outside normal working hours when required.
- ENQUIRIES** : Human Resource Practitioner Tel No: (012) 683 2805/17/00
- POST 14/07** : **ASSISTANT ADMINISTRATOR: DESKTOP SUPPORT REF NO: 0002/2026**
One (1)-Year contract
- SALARY** : R201 093 per annum (Level 04), plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/Grade 12 certificate. A recognised National Diploma (NQF level 6) in ICT or equivalent. Knowledge in IT service support-related competencies, including cloud hosting (added advantage). Knowledge in ICT Service Desk and/or ICT Incident Management, knowledge of server support and network administration. Knowledge of technical, hardware, and software support. Good understanding of network types, including LAN, WAN, and point-to-point. Knowledge of firewalls, endpoint security, and security gateways. Ability to work under pressure. Personal Profile: Ability to set and meet deadlines. Must have strong interpersonal skills. Demonstrate sound work ethics and be honest, respectful, and trustworthy. Client orientation and customer focus. Understands the importance of maintaining the confidentiality of sensitive employee information. Good verbal and written communication skills. Ability to communicate with internal and external stakeholders. Good interpersonal, presentation, coordination, computer, and report-writing skills.
- DUTIES** : Provide effective and efficient support to the ICT unit. Assist in the day-to-day ICT operations and infrastructure support. Support the organisation's ICT and cybersecurity environments. Ensure adherence to and implementation of ITM-related policies and procedures. Provide minute-taking support for the ICT project related to the unit. Willingness to travel outside normal working hours when required.
- ENQUIRIES** : Human Resource Practitioner Tel No: (012) 683 2805/17/00