

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 Acting 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** : 13 May 2026; 16h30
- NOTE** : 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. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment. 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.

OTHER POSTS

- POST 14/52** : **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/NW/04/2026**
- SALARY** : R932 292 per annum (Level 11), (all-inclusive 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.
- CENTRES** : Public Service Commission North-West Provincial Office, Mmabatho
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advanced Diploma/ Bachelor Degree/ Bachelor of Technology 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.

DUTIES

: 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 the compliance to 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 North-West Provincial Public Service using indicators and standards for each of the CVPs in Section 195 of the Constitution. Design and develop research projects' proposals and/or project plans. Conduct monitoring and evaluation and research on Public Administration as per the mandate of the PSC. Evaluate Public Administration practices in the Provincial Departments and develop solutions to identified challenges. Conduct service delivery investigations and inspections. Conduct Research in Human Resource Management and Development Practices and develop solutions to identified challenges. Draft reports emanating from the key performance areas, including the report on Compliance of the Constitutional Values and Principles (Section 196).

ENQUIRIES

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

POST 14/53

: **ASSISTANT DIRECTOR: LEGAL SUPPORT**
(X8 contract posts for 3 to 6 calendar months)
Re-advertisement, applicants who previously applied are encouraged to re-apply

SALARY CENTRE

: R487 197 per annum (Level 09), plus 37% in lieu of service benefits
: Limpopo Provincial Office Ref No: ASD/LS/LIM/04/2026
Mpumalanga Provincial Office Ref No: ASD/LS/MP/04/2026
North-West Provincial Office Ref No: ASD/LS/NW/04/2026
Free-State Provincial Office Ref No: ASD/LS/FS/04/2026
Kwazulu-Natal Provincial Office Ref No: ASD/LS/KZN/04/2026
Eastern Cape Provincial Office Ref No: ASD/LS/EC/04/2026
Northern Cape Provincial Office Ref No: Ref No: ASD/LS/NC/04/2026
Western Cape Provincial Office Ref No: ASD/LS/WC/04/2026

REQUIREMENTS

: An applicant must be in possession of a Senior Certificate/ Grade 12. An appropriate Bachelor's Degree in Law (NQF Level 7). A minimum experience of 3 years' experience in a legal environment or equivalent experience in a related field including in the private sector. 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. Must have a valid driver's license (with exception of disabled applicants).

DUTIES

: Conduct legal research and support. Assist in drafting legal opinions for the PSC and OPSC. Assist in providing legal advice and support to the PSC and OPSC. Draft MoU/Contracts and provide secretariat support to the MoU Committee. Provide legal administration support. Provide assistance in relation to legal advisory opinions and coordinate compliance with PAIA & POPIA. Render assistance in the management of litigation processes.

ENQUIRIES

: Ms P Ludwaba-Tyeda Tel No: (043) 643 4704 (E/Cape)
Mr S Mlisana Tel No: (051) 448 8696 (Free State)
Ms Y Mtshali Tel No: (033) 023 5958: (KZN)
Ms P Malope Tel No: (015) 023 5900 (Limpopo)
Ms S Abrahams Tel No: (013) 755 4070 (Mpumalanga)
Mr M De Bruin Tel No: (053) 823 6222 (N/Cape)
Mr JL Mautlwa Tel No: (018) 384 1000 (N/west)

- POST 14/54** : **ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT**
(X9 Contract Posts For 3 to 6 Calendar Months)
Re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY CENTRE** : R487 197 per annum (Level 09), plus 37% in lieu of service benefits
: Limpopo Provincial Office Ref No: ASD/POS/LIM/04/2026
Mpumalanga Provincial Office Ref No: ASD/POS/MP/04/2026
North-West Provincial Office Ref No: ASD/POS/NW/04/2026
Gauteng Provincial Office Ref No: ASD/POS/GP/04/2026
Free-State Provincial Office Ref No: ASD/POS/FS/04/2026
Kwazulu-Natal Provincial Office Ref No: ASD/POS/KZN/04/2026
Eastern Cape Provincial Office Ref No: ASD/POS/EC/04/2026
Northern Cape Provincial Office Ref No: ASD/POS/NC/04/2026
Western Cape Provincial Office Ref No: ASD/POS/WC/04/2026
- REQUIREMENTS** : An applicant must be in possession of a: Senior Certificate/ Grade 12. A National Diploma (NQF Level 6) in the field of Social Sciences, Labour Relations/Law/Public Administration/Management, Industrial Psychology, Office Administration/Management, Human Resources Management 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).
- DUTIES** : 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.
- ENQUIRIES** : Ms P Ludwaba-Tyeda Tel No: (043) 643 4704 (E/Cape)
Mr S Mlisana Tel No: (051) 448 8696 (Free State)
Ms D Nkwanyana Tel No: (010) 023 5784 (Gauteng)
Ms Y Mtshali Tel No: (033) 023 5958 (KZN)
Ms P Malope Tel No: (015) 023 5900 (Limpopo)
Ms S Abrahams Tel No: (013) 755 4070 (Mpumalanga)
Mr M De Bruin Tel No: (053) 823 6222 (N/Cape)
Mr JL Mautlwa Tel No: (018) 384 1000 (N/west)
Mr M Pretorius Tel No: (021) 421 3980 (W/Cape)

- POST 14/55** : **ASSISTANT DIRECTOR: COMMUNICATIONS OUTREACH**
(X5 contract posts for 3 to 6 calendar months)
Re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY CENTRE** : R487 197 per annum (Level 09), plus 37% in lieu of service benefits
: North-West Provincial Office Ref No: ASD/CO/NW/04/2026
Free-State Provincial Office Ref No: ASD/CO/FS/04/2026
Kwazulu-Natal Provincial Office Ref No: ASD/CO/KZN/04/2026
Eastern Cape Provincial Office Ref No: ASD/CO/EC/04/2026
Western Cape Provincial Office Ref No: ASD/CO/WC/04/2026
- REQUIREMENTS** : An applicant must be in possession of a Senior Certificate/ Grade 12. A National Diploma (NQF Level 6) in Communications. 2-3 years' working experience in the communications field. 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).
- DUTIES** : To provide internal communication support. Propose research and write articles for the internal publications. Assist with monitoring and sending out Internal Communication e-mails to staff. Liaise with IT regarding updates on Intranet. Take pictures during internal events. Assist with organizing Information Sessions and other internal events. Photography. Provide External Communication Support. Monitor and analyze newspaper articles daily and advise management on issues requiring immediate attention. Compile and distribute "In the News" to the Provincial based Commissioner and staff. Assist to compile media statements and alerts. Assist with organizing media briefings and other external events including CVP awareness programmes and Ethics and Anti-Corruption Awareness programmes. Assist with branding during events and exhibitions. Assist in updating the media list, management of social media platforms such as livestreaming of PSC of events on Social Media platforms. Assist with managing the PSC's Social Media Accounts (e.g Facebook, Twitter, YouTube and WhatsApp group. Assist with Community outreach and mobilization. Assist in facilitating the resolution of service delivery complaints through engaging all relevant stakeholders. Assist in engaging with the citizens affected by the service delivery issues. Assist with the design and production of branding materials including pamphlets, posters, banners and other promotional material to stakeholders. Provide Administration support. Compile monthly reports. Assist with evidence for quarterly reports and assist with safekeeping of branding materials and equipment such as cameras,
- ENQUIRIES** : Ms P Ludwaba-Tyeda Tel No: (043) 643 4704 (E/Cape)
Mr S Mlisana Tel No: (051) 448 8696 (Free State)
Ms Y Mtshali Tel No: (033) 023 5958 (KZN)
Mr JL Mautlwa Tel No: (018) 384 1000 (N/west)
Mr M Pretorius Tel No: (021) 421 3980 (W/Cape)
- POST 14/56** : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER: FREE STATE PROVINCIAL OFFICE REF NO: SAO/FS/04/2026**
- SALARY CENTRE** : R338 106 per annum (Level 07)
: Office of The Public Service Commission, Free-State Provincial Office, Bloemfontein
- REQUIREMENTS** : Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). A Bachelor's Degree (NQF 7) or a National Diploma (NQF 6) in Administration, Office Management, Management Assistant, Public Administration or Public Management. 5 years' experience in the Public Sector / Private sector of which at least 3 years must involve providing support service to senior management. Knowledge of the public service regulatory framework and the application thereof. Knowledge of the departmental policies and the application thereof. Advanced Computer Literacy. Microsoft Office Operating System. Operating office equipment. Telephone etiquette. Office etiquette. Office administration. Above average typing skills, including minute taking.

- Good stakeholder liaison, interpersonal and communication skills (verbal and written). Ability to work independently and efficiently under pressure. Approachable/friendly personality. Dedication, loyalty, reliability and honesty. Sense of responsibility. Planning, co-ordinating and organizing. Basic Research. Must have a valid driver's licence with exception of people with disabilities.
- DUTIES** : Rendering administrative support service to the 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 the Commissioner.
- ENQUIRIES** : Mr S Mlisana Tel No: (051) 448 8696
- POST 14/57** : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER: MPUMALANGA PROVINCIAL OFFICE REF NO: SAO/MP/04/2026**
Re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY CENTRE** : R338 106 per annum (Level 07)
Office of The Public Service Commission, Mpumalanga Provincial Office, Mbombela
- REQUIREMENTS** : Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). A Bachelor's Degree (NQF 7) or a National Diploma (NQF 6) in Administration, Office Management, Management Assistant, Public Administration or Public Management. 5 years' experience in the Public Sector/Private sector of which at least 3 years must involve providing support service to senior management. Knowledge of the public service regulatory framework and the application thereof. Knowledge of the departmental policies and the application thereof. Advanced Computer Literacy. Microsoft Office Operating System. Operating office equipment. Telephone etiquette. Office etiquette. Office administration. Above average typing skills, including minute taking. Good stakeholder liaison, interpersonal and communication skills (verbal and written). Ability to work independently and efficiently under pressure. Approachable/friendly personality. Dedication, loyalty, reliability and honesty. Sense of responsibility. Planning, co-ordinating and organizing. Basic Research. Must have a valid driver's licence with exception of people with disabilities.
- DUTIES** : Rendering administrative support service to the 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 the Commissioner.
- ENQUIRIES** : Ms S Abrahams Tel No: (013) 755 4070
- POST 14/58** : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER: NATIONAL OFFICE REF NO: SAO/NO/04/2026**
- SALARY CENTRE** : R338 106 per annum (Level 07)
Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). A bachelor's degree (NQF 7) or a National Diploma (NQF 6) in Administration, Office Management, Management Assistant, Public Administration or Public Management. 5 years' experience in the Public Sector / Private sector of which at least 3 years must involve providing support service to senior management. Knowledge of the public service regulatory framework and the application thereof. Knowledge of the departmental policies and the application thereof. Advanced Computer Literacy. Microsoft Office Operating System. Operating office equipment. Telephone etiquette. Office etiquette. Office administration. Above average typing skills, including minute taking. Good stakeholder liaison, interpersonal and communication skills (verbal and written). Ability to work independently and efficiently under pressure. Approachable/friendly personality. Dedication, loyalty, reliability and honesty. Sense of responsibility. Planning, co-ordinating and organizing. Basic Research. Must have a valid driver's licence with exception of people with disabilities.
- DUTIES** : Rendering administrative support service to the Commissioner. Provide secretarial and personal assistant services to the Commissioner. To control expenditure in the Office of the Commissioner. To coordinate information for

ENQUIRIES

the Commissioner's reporting and cluster commitments. Provide personal support to the Commissioner.
: Mr S Gyose Tel No: (012) 352 1145