

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*



- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Themba Dubazana. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, Cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed: E-mail your application to: Advert032026@dpsa.gov.za
- CLOSING DATE** : 01 June 2026
- NOTE** : Applications must quote the relevant reference number and consist of: (1) A fully completed and signed NEW Z83 form which can be downloaded at <https://www.dpsa.gov.za/newsroom/psvc/>. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", (2) a recent comprehensive CV, contactable referees (telephone numbers and email addresses must be indicated); Note 1: Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to submit certified documents of qualifications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. All shortlisted candidates for Senior Management Services (SMS) posts shall undertake two pre-entry assessments (Technical exercise and Integrity (Ethical Conduct). Suitable candidates identified by the selection and interview panel must undergo, (1) competency assessment, (2) personnel suitability checks on criminal records, citizen verification, financial records and (3) qualification verification. Note 2: Prior to appointment the nominated candidate will be required to complete the Nyukela Public Service SMS Pre-entry Programme, an online course offered by the National School of Government (NSG). The course can be accessed from the following link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The successful candidate will be expected to (1) undergo vetting processes (2) enter into an employment contract and a performance agreement within 3 months of appointment, as well as (3) complete a financial interests declaration form within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.

## MANAGEMENT ECHELON

- POST 16/91** : **DIRECTOR-GENERAL: DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (DPSA) REF NO: DPSA03/2026**  
(5 Year Contract)  
Re-advertisement, applicants who have previously applied may re-apply.
- SALARY** : R2 352 642 per annum, an all-inclusive remuneration package, fully inclusive remuneration package comprising of a basic salary (70% of the total remuneration package), the state's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs according to personal needs within a framework. Plus, a 10% non-pensionable HOD allowance.
- CENTRE REQUIREMENTS** : Pretoria  
Qualifications: A post graduate qualification (NQF level 8) in the field of Public Administration/ Public Management/ Business Administration/ Economic and Management Sciences/Law or related qualification as recognized by SAQA an additional qualification in Labour/Public Law will be an added advantage. Experience: 10 years' experience at a senior managerial level. Experience in working in the South African Public Service /Public Sector/Private Sector. A

proven track record in leading and transforming organisations. Proven track record and impact on organisational performance and governance. Proven track record in policy analysis and public policy development and impact studies. Extensive experience in leading and managing an institution or a program. Experience in establishing and managing complex relationships and partnerships. Advanced experience in Strategic Management, Financial management, Human Resources Management and Risk management. Demonstratable track record in change management. Knowledge: Advanced knowledge of Public Administration/ Public Management theories and practices. Extensive knowledge of relevant Government legislation, policies and plans related to the public service/public sector. Extensive knowledge of relevant Government legislation and policies that the department is required to comply with. Extensive knowledge of the structure and operations of the Public Service / Public Sector. Knowledge of systems and digital transformation. Extensive knowledge in research, monitoring, and evaluation will be an added advantage. Skills and Competencies: Decision-making, problem solving, innovation, stakeholder management, diversity management, communication, information management, interpersonal relations, facilitation, negotiation, conflict management, analytical skills and adaptability, change management, visionary leadership.

**DUTIES**

: Reporting to the Minister for the Public Service and Administration; the Director-General will be responsible for; Providing technical and administrative support to the Ministry. Supporting the Minister in leading South Africa's Public Service and Administration agenda locally and internationally. Leading the development and implementation of norms and standards/policies and interventions for the transformation of the Public Service in line with the mandate of the department. Serving as the Accounting Officer/ Head of Department in line with the relevant legislative and regulatory prescripts. Creating robust and agile policy development and reviewing environment to ensure that the department continuously addresses the needs of the public service. Providing strategic leadership and management of the development and implementation of the strategies and the related plans. Providing strategic leadership and management for the design and implementation of the requisite systems and tools to ensure execution, monitoring, and evaluation of the department's strategies and plans and the reporting thereon to the Minister and to the applicable external control points and oversight bodies. Strengthening the department's governance processes, compliance, and organisational capacity to deliver on its mandate. Managing the performance and development of employees reporting directly to the Director- General. Promoting and coordinating inter and intra-governmental relations and participation in the work of the Forum of South African Directors-General and various Government clusters.

**ENQUIRIES**

: Mr. Themba Dubazana: Themba.Dubazana@dpsa.gov.za or Tel No: (012) 336 11198.