

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” or forward your application 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.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 29 June 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 vacancy.

MANAGEMENT ECHELON

- POST 20/53** : **CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: CD/PMP/05/2026**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply.
- SALARY** : R1 554 696 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** : Public Service Commission House, Pretoria
- REQUIREMENTS** : 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. Organizational development. Service delivery innovation. People management and empowerment. Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

DUTIES : Ensure the provision of efficient Human Resource Management, Human Resource Development, Organisational Development and Transformation services to the clients of the organisation. Ensure the provision of a safe, secure and conducive work environment. Ensure the provision of internal and external communication services. Lead and direct the utilization of the resources allocated to the Chief Directorate.

ENQUIRIES : Mr B Saki Tel No: (012) 352 1196

OTHER POST

POST 20/54 : **SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION: REF NO SHRP: R&S/06/2026**

SALARY : R413 001 per annum (Level 08)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). A National Diploma (NQF level 6) in Human Resource Management / Human Resource Development / Labour Relations Management / Organisational Development. 3-4 years' experience as a Personnel Officer/Principal Personnel Officer or Human Resource Practitioner in the area of Recruitment and Selection, Human Resource Planning, Job Evaluation, Employment Equity and Conditions of Service. Introduction to PERSAL Certificate/PERSAL Administration Certificate/Job Evaluation Analyst Certificate. Knowledge of relevant HR prescripts including skills development Act, Labour Relations Act, Basic Conditions of Employment and others. Writing and verbal communications skills. Policy Development Skills. Presentations skills. Interpersonal skills. Project management skills. Must have a valid driver's licence with exception of people with disabilities.

DUTIES : Facilitate Recruitment and Selection. Facilitate and provide support to the Employment Equity Consultative Forum. Facilitate Human Resource Planning. Administer and process Conditions of Service and Employee Benefits. Facilitate the Job Evaluation process.

ENQUIRIES : Ms K Mothoagae Tel No: (012) 352 1051