

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.



<u>APPLICATIONS</u>	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. 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.
<u>CLOSING DATE</u>	:	03 August 2026
<u>NOTE</u>	:	Applications must quote the relevant reference number and consist of: 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", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. 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.

OTHER POSTS

<u>POST 25/123</u>	:	<u>DEPUTY DIRECTOR: GENERAL BENEFITS REF NO: DPSA 07/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Senior Certificate, a minimum qualification at NQF Level 7 in Public Administration/Public Management/Human Resource Management/Labour Relations/Economics/Law and a related qualification in the above-mentioned fields. A minimum of 3 years' experience at the first management level/Assistant Director level with a minimum of 5 years' appropriate experience in the Conditions of Service environment. Knowledge of the Constitution of the Republic of South Africa; government legislative framework with specific reference to employment legislation, public service legislative and policy framework, government programs such as the National Development Plan, and key strategic priorities of the government. General benefits theory and practice, research and analysis, policy development and implementation, and data management. Decision-making, problem-solving, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, analytical skills, interpersonal relations, teamwork, financial management, human resource management, change management, and project and program management. Diversity management, communication and information management, facilitation, negotiation, presentation, report writing, computer literacy, and conflict management.

<u>DUTIES</u>	:	Develop and implement prescripts in relation to leave of absence, incapacity leave, and ill-health retirement for the public service and conduct research to guide the development of prescripts. Provide implementation support to national and provincial departments and relevant entities. Undertake interventions to support the implementation of and compliance with the prescripts. Provide technical support and capacity building and advise as required. Monitor the implementation and compliance on leave of absence, incapacity leave, and ill-health retirement for the public service and support the operations, systems, and processes of the directorate. Conduct evaluation and impact studies as required. Make contributions to the development of the Chief Directorate service delivery model, standards, improvement plans, and related reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Samson Radebe Tel No: (012) 336 1569
	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. 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 Advert072026@dpsa.gov.za
<u>POST 25/124</u>	:	<u>DEPUTY DIRECTOR: DISABILITY MANAGEMENT REF NO: DPSA 08/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Senior Certificate, a minimum qualification at NQF Level 7 in Public Administration/Public Management/Human Resource Management/ Industrial Psychology/Industrial and Organisational Psychology/ Social Science as recognised by SAQA. Minimum 8 years' experience in Disability Management Environment. Knowledge of public service policy frameworks, knowledge of legislative and policy environments, knowledge of public service and administration, a white paper on the transformation of the public service (1995), advanced knowledge of a white paper on affirmative action, and advanced knowledge of a handbook on reasonable Accommodation for people with disabilities in the public service workplace, 2007; advance knowledge on strategic frameworks for the recruitment, employment, and retention of persons with disabilities in the public service workplace, 2009; advance knowledge on employment equity and affirmative action programs; and advance knowledge of relevant international instruments/agreements. Research and analysis, policy development, data management, technical ability in disability management, diversity management, communication and information management, disability mainstreaming, monitoring and evaluation, and governance and compliance. Decision-making, problem-solving, Written and verbal communication, Stakeholder management and coordination, Strategic thinking and leadership, analytical skills, interpersonal relations, teamwork, confidentiality, financial management, human resource management, and change project and program management. Generic skills: Facilitation, negotiation, presentation, report writing, computer literacy, and conflict management.
<u>DUTIES</u>	:	Develop and review prescripts in relation to disability management for the public service. Conduct research to guide the development of prescripts. Provide implementation support to national and provincial departments and relevant entities. Provide technical support and capacity building and advise as required. Undertake interventions to support the implementation of and compliance with the prescripts. Monitor the implementations and compliance on disability management for the public service and support the operations, systems, and processes of the directorate. Develop and maintain systems to monitor compliance. Conduct evaluation and impact studies.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Anusha Naidoo Tel No: (012) 336 1328
	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. 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 Advert082026@dpsa.gov.za

<u>POST 25/125</u>	:	<u>DEPUTY DIRECTOR: PRODUCTIVITY AND CAPABILITY MEASUREMENT</u> <u>REF NO: DPSA 09/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate, a minimum qualification at NQF Level 7 in Public Administration/Public Management/Business Administration/Management Services/Industrial Psychology/Operations/Production Management or a related qualification in the abovementioned fields as recognised by SAQA. Minimum 8 years' experience in Public Administration/Policy Development/Research environment. Knowledge of the Constitution of the Republic of South Africa, knowledge of government legislation framework, knowledge of government programmes such as the National Development Plan, a sound understanding of operations management and a sound understanding of productivity measurements. Understanding of Productivity Measurement, understanding of operation management frameworks and the use of data systems Operational research techniques. Research and data analysis, policy analysis, forecasting, writing skills and measuring regulatory performance. monitoring and evaluation, Innovation and research, Strategic thinking and leadership, financial management and human resource management. Confidentiality, honesty, ethics, loyalty, reliability and trustworthiness.
<u>DUTIES</u>	:	Develop and monitor the implementation of policies, prescripts, and frameworks on productivity and capability measurement. Conduct research on productivity and capability measurement. Develop, implement and maintain norms and standards to institutionalise productivity and capability measurement. Provide technical support services to departments on productivity and capability measurement. Provide technical advice and capacity building to support implementation. Conduct monitoring and evaluation of compliance on productivity and capability measurements. Develop and maintain systems to monitor compliance. Compile and publish case study reports on productivity. Provide support in all the operations, systems and processes of the Directorate. Develop and submit the Directorate's annual and operational plans and related monthly and annual reports by the stipulated dates.
<u>ENQUIRIES</u>	:	Mr. Poloko Segale Tel No: (012) 336 1124
<u>APPLICATIONS</u>	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. 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 Advert092026@dpsa.gov.za
<u>POST 25/126</u>	:	<u>ASSISTANT DIRECTOR: EVALUATIONS REF NO: DPSA 10/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09). Annual progression up to a maximum salary of R573 897 per annum is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate, a minimum qualification at NQF Level 6 in Social Sciences / Statistics/Data Sciences or related qualification in the above-mentioned fields. Minimum 3 years' appropriate experience in the field of statistical analysis/data sciences/compliance monitoring and evaluation. Knowledge of the Constitution of the Republic of South Africa, government legislative framework, public service legislative and policy framework, government programs such as the National Development Plan, and key strategic priorities of government. Attributes: Ethics and integrity, strategic thinking and initiative, analytical skills, teamwork, empathy, confidentiality, and time management. Generic skills: problem solving, diversity management, written and verbal communication, information & records management, interpersonal relations and conflict resolution, facilitation, presentation, report writing, computer literacy, conflict management, stakeholder management and coordination, teamwork, human resources management, change management, project management, conceptual thinking, mentoring and coaching, and negotiation skills. Technical skills: Compliance monitoring and management, monitoring and evaluation

		practice, database development and information management, Analytical reports, visual presentations, Norms and standards compliance promotion and monitoring, systems design/development, business analysis, design thinking, data analysis, business process mapping, and research.
<u>DUTIES</u>	:	Draft frameworks, guidelines, tools and systems for public administration norms and standards compliance monitoring. Conduct research for the development of the Compliance Monitoring Framework, including guidelines, systems, tools, databases and formats for data collection and reporting. Provide assistance towards the development, design, implementation, and evaluation of early warning and reporting systems for monitoring of compliance with public administration norms and standards compliance. Evaluate the efficacy of compliance monitoring systems and report on systems' functionality. Collate and analyse compliance data from the early warning system regularly. Identify areas of non-compliance and provide implementation support to departments to ensure compliance. Advise internal and external stakeholders on compliance areas, frameworks, and compliance information. Monitor and evaluate compliance by departments and report biannually on the state of compliance to determined public administration norms and standards. Provide support in all the operations, systems and processes of the directorate.
<u>ENQUIRIES</u>	:	Ms. M. Matloga Tel No: (012) 336 1626
<u>APPLICATIONS</u>	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. 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 Advert102026@dpsa.gov.za
<u>POST 25/127</u>	:	<u>FINANCE CLERK (SUPERVISOR) REF NO: DPSA 11/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07). Annual progression up to a maximum salary of R398 277 per annum is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification as recognised by SAQA and a minimum of 3 years' experience in the field of financial administration (payments and suspense accounts). Knowledge of financial functions, basic accounting systems, LOGIS, Safety Web, public service financial legislation and prescripts (PFMA and Treasury Regulations), planning and organisation. Generic skills: Interpersonal relations, teamwork, reliability, flexibility, verbal and written communication, leadership skills, conflict management and resolution, planning skills, organisation and execution skills. Technical skills: computer literacy (Microsoft), office equipment operating skills, numeracy skills, accuracy, literacy and problem-solving. Attributes: Aptitude for figures, analytical ability, and ability to lead a team. Ability to work under pressure, client orientation, customer focus, ability to perform routine tasks and innovation.
<u>DUTIES</u>	:	Supervise, authorise and perform financial accounting transactions. Handle payment queries, authorise payments on LOGIS and confirm compliance with the PFMA. Supervise and perform bookkeeping support services. Compile or receive journals from subordinates and verify whether the required supporting documents are attached. Administer LOGIS commitments on BAS. Schedule quarterly meetings between Finance and Supply Chain Management for discussion of the register. Prepare and provide inputs to the Interim and Annual Financial Statements and supervise human resources/staff.
<u>ENQUIRIES</u>	:	Ms. Jane Mahlangu Tel No: (012) 336 1021
<u>APPLICATIONS</u>	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. 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 Advert112026@dpsa.gov.za
<u>POST 25/128</u>	:	<u>HR CLERK SUPERVISOR (CONDITIONS OF SERVICES) REF NO: DPSA 12/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07). Annual progression up to a maximum salary of R398 277 per annum is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification at NQF level 4 as recognised by SAQA. 3-5 years of experience in Human Resource Management and Administration (Conditions of Services). Working knowledge and

understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Understanding of the work in registry. Knowledge of human resources management policies, practices and procedures. Sound understanding of the DPSA strategy. Knowledge of HR information systems. Generic skills: Client orientation and customer focus, numeracy, problem-solving skills, diversity management, good interpersonal skills, good verbal and written communication skills and information management skills, report writing, and computer literacy. Technical skills: PERSAL system.

DUTIES

: Implement conditions of service and service benefits (Leave, Housing, Medical Aid, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics. Maintain human resources information (audit queries, statistics, and annual reports). Development, implementation, maintenance, monitoring, improvement, and communication of relevant HR policies, guidelines and procedure manuals with regards to Conditions of Services. Administer leave and ensure maintenance of leave on HR information systems, leave gratuity and discounting. Provide advice on HR Conditions of Services issues and policies; receive queries from Line Function and other stakeholders (GEMS and GEPP). Respond to enquiries and queries (oral or written) and provide ad hoc support. Implementation and maintenance of PILIR. Implementation and maintenance of relevant functionalities on HR Information Management Systems and provide advice on utilisation of the system

ENQUIRIES

: Mr. T.N. Ntsiko Tel No: (012) 336 1163

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