

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 reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to 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.
- CLOSING DATE** : 25 August 2026
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "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 Qualifications Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Candidates will also be subjected to personnel suitability checks on criminal records, citizen 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. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

MANAGEMENT ECHELON

- POST 28/58** : **DIRECTOR: LEGISLATION REF NO: DPSA 20/2026**
- SALARY** : R1 317 384 per annum (Level 13), (an all-inclusive remuneration package). Annual progression up to a maximum remuneration package of R1 551 807 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum qualification at NQF Level 7 in Law, a Bachelor of Laws (LLB), or a Bachelor of Procuratoris (B. Proc). Minimum 5 years at a middle or senior managerial level. Minimum 8 years' experience in Legislative drafting. Admitted as an Attorney or Advocate. Knowledge of the Constitution of the Republic of South Africa, Drafting conventions applicable in South Africa, Public Administration and other relevant/related legislation. Strategic priorities of

		Government. Must have sound understanding of operations management. Must have an understanding of drafting Public Administration legislation including bills and regulations. Must have managerial skills 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, research, change management and project and program management. Generic skills: Diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy and conflict management. Technical skills: Legislative drafting, legislative processes and legislation scrutiny.
<u>DUTIES</u>	:	To manage drafting of Public Administration legislation. Review legislation administered by the Minister for the Public Service and Administration. Provide legal advice on matters concerning public administration legislation. Manage all the operations, systems, and processes of the directorate. Attend departmental management structures and any other meetings as directed. Participate in inter-departmental and intra-departmental committees, tasks, and project teams as nominated.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv. Mmasetshaba Matlou Tel No: (012) 336 1638
	:	E-mail your application to Advert202026@dpsa.gov.za
<u>POST 28/59</u>	:	<u>DIRECTOR: GENERAL BENEFITS REF NO: DPSA 21/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (an all-inclusive remuneration package). Annual progression up to a maximum remuneration package of R1 551 807 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate an appropriate B. Degree in Human Resources Management and Development or equivalent qualification at NQF level 7. Minimum 5 years' at a middle or senior managerial level with minimum 10 years appropriate experience in Conditions of Service environment. Knowledge of 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, Key Strategic Priorities of Government and developing Prescripts for Remuneration and General Benefits for the Public Service. General and macro-Benefits theory and practice, Knowledge of general benefits in the Public Service, Human resource management, Research and analysis and Public Policy development and implementation. Decision making, Problem solving, Written and verbal communication, Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, Financial management, Human resource Management, Research, Change management, Project and program management. Problem Solving (conceptual thinking), Decision Making, Diversity management, Communication and information management, Interpersonal relations, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy and Conflict management.
<u>DUTIES</u>	:	Manage the development of Prescripts in relation to General Benefits (leave of absence, working time, PILIR, standby allowance, danger allowances, sessional assistance, Foreign Service Dispensation, allowances for personnel serving executive authorities, allowance for secretaries to a head of department, night shift allowance, etc.). Manage the provision of implementation support to departments. Manage the monitoring of implementation and compliance. Manage the operations, systems and processes of the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Samson Radebe Tel No: (012) 336 1569
	:	E-mail your application to Advert212026@dpsa.gov.za
<u>POST 28/60</u>	:	<u>DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DPSA 22/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (an all-inclusive remuneration package). Annual progression up to a maximum remuneration package of R1 551 807 per annum is possible, subject to satisfactory performance. The all-inclusive

remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

**CENTRE
REQUIREMENTS**

- : Pretoria
- : A minimum qualification at NQF level 7 in Human Resources Management/ Public Management/ Public Administration/Industrial Psychology or related qualification. Minimum 5 years' at a middle or senior managerial level. Minimum 8 years' experience in Performance Management environment. Knowledge of Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government. Managerial skills: Decision making, Problem solving, Written and verbal communication, Stakeholder management and coordination, Negotiations, Strategic thinking and leadership, Analytical skills, Interpersonal relations and teamwork. Technical skills: Policy development, Human Resources Management and Monitoring and Evaluation. Generic skills: Diversity Management, Communication and Information management, computer literacy and conflict management.

DUTIES

- : Manage the development of Prescripts for Performance Management. Develop and review prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) in line with the departmental standards and submitted for approval by the relevant approval authority. Manage the provision of implementation support to Departments. Manage the monitoring of implementation and compliance. Manage all the operations, systems and processes of the Directorate.

**ENQUIRIES
APPLICATIONS**

- : Ms. Mpho Ntuli Tel No: (012) 336 1051
- : E-mail your application to Advert222026@dpsa.gov.za