ANNEXURE A

CENTRE FOR PUBLIC SERVICE INNOVATION

APPLICATIONS	:	Applications must be submitted through CPSI eRecruitment (https://erecruitment.cpsi.co.za). This link is for CPSI applications only. Emailed or hand-delivered/posted/couriered applications will not be considered. Applications received after the closing date will not be considered. CPSI reserves the right not to fill the above-mentioned posts, withdraw a post or place it on hold and/or to re-advertise a post. The CPSI is compliant with the requirements of POPIA.
CLOSING DATE	:	Friday, 11 December 2026 at 23h59
APPLICATIONS	:	The CPSI is a National Government Component listed in Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI's vision is to enable a solution-focused, effective and efficient public sector. The CPSI plays a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in public service through developing new solutions and unearthing existing innovations for learning and replication. To fulfil this purpose, the CPSI performs the following functions: (1) Providing the Minister (and his portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service innovation. (2) Creating an enabling environment that nurtures, supports and encourages innovation within the South African Government. (3) Initiating, implementing and managing self-sustainable innovation projects in partnership with other government institutions, the private sector and other relevant stakeholders. (4) Implementing special projects that are mandated by the Minister from time to time. It is the intention to promote representivity in the CPSI through the filling of these positions. Applicants must note that the information as required on the new form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/document) will be uploaded onto the system during the application process whereafter a form will be generated. Applicants thus do not have to upload a completed and signed new Z83 form. However, please note that failure to upload ALL required information onto the system may lead to disqualification of the application during the selection process. By submitting your application, it also means you consent to the Centre for Public Service Innovation (the CPSI) processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at their own expense. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates will be subjected to (1) a practical exercise, (2) an integrity assessment, and (3) personnel suitability checks, including criminal records, citizenship or permanent residency verification, financial records, and qualification/study verification. Applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. Include the email addresses of your referees. The successful candidate will be expected to enter into an employment contract and a performance agreement within three (3) months of appointment, as well as complete a financial interest declaration within one month of appointment and annually thereafter. CVs received for these posts may be utilised to create a pool of potential applicants for a period of not more than three calendar months from the date of advertisement to fill any vacancy or temporary post in the relevant department. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Regrettably, due to budget constraints, the CPSI cannot cover travel, subsistence, relocation or resettlement costs associated with recruitment and appointment.

OTHER POSTS

POST 43/01	:	**STATE ACCOUNTANT REF NO: 0005/2026**
SALARY	:	R280 278 per annum (Level 06). Annual progression up to a maximum salary of R330 162 per annum subject to satisfactory performance.
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate/Grade 12 certificate. A recognised National Diploma (NQF level 6) qualification in Public / Financial Management, Accounting. 1–3 years of relevant experience in public sector financial management, compliance, or audit support. Experience of the Public Finance Management Act, Treasury Regulations, Public Service Policy Frameworks. Experience in Public Service Act, Public Service Regulations, GPSSBC Resolutions, Circulars and Practice Notes issued by National Treasury and the Office of the Accountant General. Experience in using BAS, PERSAL and Safety Web.
DUTIES	:	Provide financial support including capturing of payments, journals, entities and debts on BAS, reconciliation of recurring payments, verifying banking details on Safety Web, scanning of payment stubs (manual and electronic filing documents), printing of the day end and monthly reports from Safety Web, managing petty cash for the Organisation. Administer travel and subsistence (T&S) claims including capturing of advances and claims and administration of the travel account, compliance with the T&S policy, recording claims in the register and capturing of claims on PERSAL. Provide financial administration support including checking, filing, scanning and retrieving batches. Provide guidance and ensure adherence to and implementation of finance-related policies and procedures. Personal Profile: Candidates should have office management and computer skills, strong interpersonal skills, and the ability to work effectively in a team. They must demonstrate a sound work ethic, honesty, respect and trustworthiness, together with a strong commitment to client service. Candidates must maintain the confidentiality of sensitive employee information and communicate effectively, both verbally and in writing, with internal and external partners.
ENQUIRIES	:	Finance Practitioner Tel No: (012) 683 2807
POST 43/02	:	**ASSISTANT ADMINISTRATOR: FINANCE REF NO: 0006/2026** (12-month contract)
SALARY	:	R201 093 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate/Grade 12 certificate. A recognised National Diploma (NQF level 6) qualification in Financial Management, Public Finance, Accounting. 1–2 years of relevant public service administrative experience in financial, compliance, audit support or corporate services environment. General knowledge of the Public Service finance environment. Basic exposure to BAS, LOGIS, PERSAL, VULINDLELA.
DUTIES	:	Provide effective and efficient office administration and logistical support to the finance team. Provide finance administration support. Check, file, scan and retrieve batches. Administer T&S claim and accounts. Assist with the development and implementation of internal policies. Personal Profile: Candidates should have office management and computer skills, strong interpersonal skills, and the ability to work effectively in a team. They must demonstrate a sound work ethic, honesty, respect and trustworthiness, together with a strong commitment to client service. Candidates must maintain the confidentiality of sensitive employee information and communicate effectively, both verbally and in writing, with internal and external partners.
ENQUIRIES	:	Finance Practitioner Tel No: (012) 683 2807
POST 43/03	:	**ASSISTANT ADMINISTRATOR: HR REF NO: 0007/2026** (12-month contract)
SALARY	:	R201 093 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate/Grade 12 certificate. A recognised diploma (NQF level 6) in HR. 1–2 years of relevant public service administrative experience in human resources, compliance and audit support. Basic exposure to PERSAL, Payroll, leave and performance management. Knowledge of ethics in the public service. Knowledge of stores and stock management.

DUTIES	:	Provide effective and efficient HR and office administration support to the HR team. Assist with HR documents: file and scan. Assist with leave and recruitment management. Assist with HR-related compliance timeframes. Assist with the implementation of HR policies. Assist with facilities management. Personal Profile: Candidates should have office management and computer skills, strong interpersonal skills, and the ability to work effectively in a team. They must demonstrate a sound work ethic, honesty, respect and trustworthiness, together with a strong commitment to client service. Candidates must maintain the confidentiality of sensitive employee information and communicate effectively, both verbally and in writing, with internal and external partners.
ENQUIRIES	:	HR Practitioner Tel No: (012) 683 2805