

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.



- APPLICATION** : 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.
- CLOSING DATE** : 05 August 2024
- 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 Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) 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. The department reserves the right not to fill the post(s).

OTHER POSTS

- POST 26/05** : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: DPSA 02/2024**
- SALARY** : R1 003 890 per annum (An all-inclusive remuneration package) (Level 12). Annual progression up to a maximum salary of R1 182 534 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee 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 as recognised by SAQA in Management Services/Work Study/Production Management/Operations Management/ Industrial and Organisational Psychology. Minimum of 5 years' experience in Organisational Development field. Sound knowledge of Public Service Regulatory Framework, Sound Understanding of Organisational Design policies and procedures, Knowledge of Employment Relations policies, practices, and procedures, Knowledge of Conflict Management tools and methodologies, Research and analytical skills. Initiative, planning and execution, strategic thinking, quality of work, and communication skills.
- DUTIES** : To conduct an analysis of organisational design consultation and pre-consultation requests submitted by the Executive Authorities to the Minister in terms of the 2016 Directive on the changes to the organisational structures of departments. Provide organizational design technical support services to departments based on the outcome of consultations and support requests. Provide organisational design technical support services to departments based on the outcome of consultation and support requests. Develop organizational design implementation tools/instruments/blueprint. Conduct capacity-building sessions to empower national and provincial organizational design practitioners in the implementation of organizational design functions.
- ENQUIRIES** : E-mail your application to: Advertisement022024@dpsa.gov.za
Mr. Oscar Tshivhase Tel No: (012) 336 1469.
- POST 26/06** : **DEPUTY DIRECTOR: MACRO-ORGANISING REF NO: DPSA 03/2024**
- SALARY** : R1 003 890 per annum (An all-inclusive remuneration package) (Level 12). Annual progression up to a maximum salary of R 1 182 534 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria.

<u>REQUIREMENTS</u>	:	A minimum qualification at NQF Level 7 as recognised by SAQA in Management Services/Work Study/Production Management/Operations Management/ Industrial and Organisational Psychology. Minimum of 5 years' experience in Organisational Development field. Sound knowledge of the board governance framework, knowledge of Public Administration, and Sector-service regulatory frameworks; a sound understanding of Organisational Development theory and practice; knowledge of Organisational Design; and knowledge of Employment Relations policies, practices, and procedures. Knowledge of conflict management tools and methodologies. Application of research methodologies. Job knowledge, technical skills, acceptance of responsibility, quality of work, report writing, facilitation and negotiation, presentation skills, and diversity management Communication and information management, research, and project management. Client orientation and customer focus, good interpersonal relations, and computer literacy
<u>DUTIES</u>	:	To develop and implement Macro-Organising of the State prescripts within the public service. Render support, advice, and assistance on the implementation of Macro-Organising and good governance policies, frameworks, and instruments. Facilitate the implementation of National Macro-Organising of Government (NMOG). Provide advice and support to promote the optimal macro-institutional configuration and good governance practices in government departments and public sector services. Render support, advice, and assistance to public sector institutions on the implementation of macro-organisational and good governance policies, frameworks, and instruments. Render secretarial support to the Inter-departmental Assessment Committee (IAC), established in terms of the Public Service Regulations, and advice on the creation of specialised service delivery units and government components. Provide support in all the operations and systems processes of the directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Siyabonga Msimang Tel: 012 336 1403.
<u>APPLICATIONS</u>	:	E-mail your application to: Advertisement032024@dpsa.gov.za
<u>POST 26/07</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL REF NO: DPSA 04/2024</u>
<u>SALARY</u>	:	R308 154 per annum (Level 7). Annual progression up to a maximum salary of R362 994 per annum is possible subject to satisfactory performance.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	A Senior Certificate and a Diploma in Office Management / Office Administration / Business Administration at a minimum of NQF level 5 as recognised by SAQA. Minimum of 3 years' experience in rendering support services to senior management or Office Administration in a similar working environment. Knowledge of the Public Service Regulations. Sound knowledge of Microsoft Office suite. Be prepared to work extra hours.
<u>DUTIES</u>	:	Manage the Director-General's diary and prioritise the Director-General's meetings. Inform the Director-General ahead of commitments and prepare meeting documents. Schedule appointments and meetings for/and with the Director-General. Manage incoming and outgoing correspondence. Establish and maintain a filing and document management system in the office of the Director-General. Undertake follow-ups on issues raised by the Director-General to stakeholders (internal and external). Draft summaries for the Director-General in relation to documents submitted for the Director-General's attention. Co-ordinate local and international travel and accommodation arrangements for the Director-General and prepare S &T claims. Perform any other duties as requested by the Director-General.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Nokhuselo Maku Tel No: (012) 336 1343.
<u>APPLICATIONS</u>	:	E-mail your application to: Advertisement042024@dpsa.gov.za