

## OFFICE OF THE PUBLIC SERVICE COMMISSION

*The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.*

- APPLICATIONS** : You can apply on [www.psc.gov.za](http://www.psc.gov.za) under Vacancies, 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** : 12 August 2024, 15h45
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated.) Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification 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 reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate 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 (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

## MANAGEMENT ECHELON

- POST 27/49** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: D/ES/07/2024**  
(12 Months Contract Appointment)
- SALARY** : R1 216 824 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 recognized Bachelor's Degree or equivalent qualification (NQF level 7) in the field of Public Administration/ Public Management/ Law/ Human Resources/ Business Administration/Social Sciences/ Development Studies. A relevant post graduate qualification will be an added advantage. Nyukela Pre-entry Certificate for Senior Management Service should be submitted prior to appointment. Five (5) years' relevant experience in a middle/senior management post. Five years' experience in research, collecting and analyzing

data. Experience in developing research proposals and instruments and designing plus utilising appropriate data collection, data analytic strategies and data capturing tools. Ability to analyze, summarize and comment on current debates in public administration application of the provisions of the relevant legislation and regulations that govern the Public Service as well as public sector reforms. Ability to plan and coordinate activities at executive level. Experience in programme/project management, monitoring and evaluation. Five years' experience in rendering high level executive and administrative support. Good understanding of the PSC's mandate. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. Analytical and good report-writing skills that will also include, from time to time, speech writing and public policy analysis. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Good communication and Presentation skills. Financial Management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License. (with exception of disabled applicants).

**DUTIES**

: Provide Executive support to ensure effective running of the Office of the Chairperson as well as the effective execution of the Commission decisions and implementation of the PSC Strategy. Conduct high quality research, analysis and draft high-quality reports. Coordinate the Public Service Commission governance structures and render secretariat and logistical services when required. Oversee and ensure effective and efficient human resources and financial management and administration of the Office of the Chairperson. Coordinate and liaise with internal and external strategic stakeholders. Provide strategic management and leadership in respect of the core functions and services assigned to the Chairperson's office.

**ENQUIRIES**

: Mr S Giyose Tel No: (012) 352 1145