

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 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 Advert022025@dpsa.gov.za.
- CLOSING DATE** : 17 March 2025
- 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). 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.

OTHER POST

- POST 08/11** : **DEPUTY DIRECTOR: SERVICE DELIVERY INTERVENTIONS REF NO: DPSA 02/2025**
- SALARY** : R849 702 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R1 000 908 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee 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 Public Management / Administration or relevant qualification as recognised by SAQA. Minimum 5 years appropriate experience in Service Delivery Improvement Mechanisms/Interventions Environment. Knowledge of Intergovernmental Relations Framework Act, 13 of 2005, White Paper on Transformation of Service Delivery of 1997, Batho Pele Revitalisation Strategy of 2020, Intergovernmental Monitoring, Support and Interventions Bill, 2023, the bill of rights, Constitution of the Republic of South Africa, Government legislative frame, Public Service legislative and policy frameworks, Government programs such as the National Development Plan, Key Strategic Priorities of Government and Understanding of Operations Management. Attributes: Financial management, innovative, openness and transparency, time management, honesty and integrity, good governance, good ethics standards, Batho Pele attributes, management support, change management skills, professionalism, interpersonal relations and reliability. Managerial Skills: Written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, teamwork, confidentiality, research and change management. Generic Skills: Problem solving, Diversity Management, Communication and information management, Facilitation, Negotiation, Presentation, Report writing, Computer Literacy and Conflict Management. Technical (Specialisation) Skills: Policy development and analysis, Research methodologies, Business writing, Monitoring and Evaluation, Program and Project Management, Stakeholder management and intergovernmental relations, Planning and Organising, Report writing and financial management.
- DUTIES** : Develop and implement the prescripts of Service Delivery Intervention within the public service. Provide Service Delivery Interventions technical support services to departments, Conduct working sessions with task-team and/ or management on Service Delivery Interventions based on the analyses conducted, Conduct targeted technical capacity building sessions to national and provincial departments on existing and proposed Service Delivery Interventions. Develop project management and administrative guidelines to support the effective implementation of SDI and Integrated Technical Support (ITS) initiatives. Conduct monitoring and evaluation of compliance and impact assessments on Service Delivery Interventions and integrated technical support

ENQUIRIES

initiatives, Develop and produce monitoring reports on data collected, cleaned and analysed.
Provide support in all the Operational, Systems and Processes of the Directorate.
Ms. L.R Masipa Tel No: (012) 336 1675