

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

APPLICATIONS

: Applications quoting the reference number must be addressed to Mr. Mpho Leshabane. 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: Advert042025@dpsa.gov.za

CLOSING DATE

: 15 May 2025

NOTE

: Applications must quote the relevant reference number and consist of: (1) A fully completed and signed NEW Z83 form which can be downloaded at <https://www.dpsa.gov.za/newsroom/psvc/>. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", (2) a recent comprehensive CV, contactable referees (telephone numbers and email addresses must be indicated); Note 1: Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to submit certified documents of qualifications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. All shortlisted candidates for Senior Management Services (SMS) posts shall undertake two pre-entry assessments (Technical exercise and Integrity (Ethical Conduct). Suitable candidates identified by the selection and interview panel must undergo, (1) competency assessment, (2) personnel suitability checks on criminal records, citizen verification, financial records and (3) qualification verification. Note 2: Prior to appointment the nominated candidate will be required to complete the Nyukela Public Service SMS Pre-entry Programme, an online course offered by the National School of Government (NSG). The course can be accessed from the following link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The successful candidate will be expected to (1) undergo vetting processes (2) enter into an employment contract and a performance agreement within 3 months of appointment, as well as (3) complete a financial interests declaration form within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON**POST 14/99**

: **DIRECTOR – GENERAL: DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (DPSA) REF: DPSA 04/2025**
(5 Year Contract)

SALARY

: R2 259 984 per annum, (An all-inclusive remuneration package) comprising of a basic salary (70% of the total remuneration package), the state's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs according to personal needs within a framework.

**CENTRE
REQUIREMENTS**

: Pretoria
Qualifications: A post graduate qualification (NQF level 8) in Public Administration/ Public Management or related qualification as recognized by SAQA an additional qualification in Labour/ Public Law will be an added advantage. Experience: 10 years' experience at a senior managerial level. Experience in working in the South African Public Service /Sector, related to the mandate of the DPSA. A proven track record in research, policy analysis and public policy development. A proven track record in conducting monitoring, evaluations and impact studies. Extensive experience leading and managing an institution or a program. Extensive experience in Organisational Governance. Experience in establishing and managing complex relationships and partnerships. Advanced experience in Strategic Management, Financial management, Human Resources Management and Risk management. Knowledge: Advanced knowledge of Public Administration/ Public Management theories and practices. Extensive knowledge of relevant

DUTIES

Government legislation, policies and plans related to the Department of Public Service and Administration. Extensive knowledge of relevant Government legislation and policies that the department is required to comply to. Extensive knowledge of the structure and operation of the Public Service /Sector. Skills and Competencies: Decision-making, problem solving, stakeholder management, diversity management, communication, information management, interpersonal relations, facilitation, negotiation, conflict management, analytical skills and adaptability,

: Reporting to the Minister for the Public Service and Administration Department; the Director-General will be responsible for; Providing technical and administrative support to the Ministry. Supporting the Minister in leading South Africa's Public Service and Administration agenda locally and internationally. Leading the development and implementation of norms and standards/policies and interventions for the transformation of the Public Service in line with the mandate of the department. Serving as the Accounting Officer/ Head of Department in line with the relevant legislative and regulatory prescripts. Creating a robust and agile policy development and review environment to ensure that the department continuously addresses the needs of the public service. Providing strategic leadership and management of the development and implementation of the strategies and the related plans. Providing strategic leadership and management for the design and implementation of the requisite systems and tools to ensure execution, monitoring, and evaluation of the department's strategies and plans and the reporting thereon to the Minister and to the applicable external control points and oversight bodies. Strengthening the department's governance processes, compliance and organisational capacity to deliver on its mandate. Managing the performance and development of employees reporting directly to the Director- General. Promoting and coordinating inter and intra-governmental relations and participation in the work of the Forum of South African Directors-General and various Government clusters.

ENQUIRIES

: Mr. Mpho Leshabane: Mpho.Leshabane@dpsa.gov.za or Tel No: 012 336 1372