

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** : 02 June 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 POSTS

- POST 16/262** : **ASSISTANT DIRECTOR: ICT STAKEHOLDER MANAGEMENT REF NO: DPSA 05/2025**
- SALARY** : R468 459 per annum (Level 09). Annual progression up to a maximum salary of R 551 823 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate, a minimum qualification at NQF level 6 in Public Administration / Management / Communication / Public Relations / Marketing / Information Technology / Office Management / International Relations, or a related qualification as recognised by SAQA. Minimum of three (3) years' experience in Stakeholder Management environment. Knowledge of the Constitution of the Republic of South Africa, the government legislative framework, government programs such as the National Development Plan, the key Strategic Priorities of government, sound understanding of operations management, GITO Council and ICT prescripts. Managerial skills: Decision-making, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, interpersonal relations, confidentiality, financial management, change management. Generic skills: problem solving, diversity management, communication and information management, teamwork, confidentiality, negotiation, facilitation, presentation, report writing, computer literacy, and conflict management. Technical skills: stakeholder management, research, policy development, monitoring and evaluation, programme and project management, events management, writing skills, secretariat and interpersonal skills.
- DUTIES** : To draft and review prescripts on ICT Stakeholder Management. Coordinate the implementation support to departments. Coordinates GITOC activities and

		provide technical and secretariat services. Conduct skills audit/assessments of GITOC capacity development. Facilitate and support the implementation and compliance monitoring. Provide support on all the operations, systems and processes of the Directorate. Meet all departments compliance requirements as required/prescribed.
<u>ENQUIRIES</u>	:	Ms. Aluffheli Swalivha Tel No: (012) 336 1369.
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<u>POST 16/263</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL MONITORING AND EVALUATION</u> <u>REF NO: DPSA 06/2022</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09). Annual progression up to a maximum salary of R 551 823 is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Public Administration or Monitoring and Evaluation and Social Science or equivalent qualification at NQF level 6/7. At least minimum 3 years relevant experience in public sector, private sector or non-governmental sector. Minimum of 3 years of experience in the field of Strategic planning, project management, monitoring, evaluation and development of programme performance reports. Sound knowledge of the Public Finance Management Act (PFMA), PSR, National Treasury Regulation on departmental budgeting, DPME revised framework on strategic plans, annual performance plans and reporting. Managerial skills: Planning, monitoring and evaluation, knowledge of government planning and reporting cycles, and related regulations. Generic skills: client orientation and customer focus, problem solving and analysis, decision making, diversity management, communication and information management, report writing and computer literacy. Technical skills: Monitoring and evaluation, strategic formulation and planning, research, project management and change management.
<u>DUTIES</u>	:	To facilitate the provision of strategic Management and Internal Monitoring and Evaluation Services to the DPSA. To support the coordination and facilitation of the department's strategic and operational planning process. To assist in development and implementation of Monitoring and Evaluation frameworks. To assist in development and compilation of monthly, quarterly and annual report. To assist in development of tools, guidelines and systems for planning and reporting.
<u>ENQUIRIES</u>	:	Mr. Stefann Pretorius Tel No: (012) 336 1202
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