

CENTRE FOR PUBLIC SERVICE INNOVATION

APPLICATIONS

- : Applications should be e-mailed to Recruitment@cpsi.co.za (this email address is ONLY for the CPSI applications) and the subject of your email should read ASD: System Developer Ref No: 0002/2025. Only one email per applicant. Word documents are not allowed. Applications received after the closing date and faxed will not be considered. CPSI reserves the right not to fill the above-mentioned posts, withdraw or to put a position on hold and/or to re-advertise a post. The CPSI is compliant with the requirements of POPIA.

CLOSING DATE
APPLICATIONS

- : 23 June 23h59
- : The CPSI is a National Government Component listed in Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI is a solution-focused effective and efficient public sector government component playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in public service through unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions – Providing the Minister (and her portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service transformation and reform. Creating an enabling environment that nurtures, supports and encourages innovation within the structures and agencies of the South African Government, initiating, implementing and managing self-sustainable innovation projects in partnership with the private sector and other relevant stakeholders, implementing special projects that are mandated by the Minister from time to time. It is the intention to promote re-presentatively in the CPSI through the filling of this position. Applications quoting the correct reference number must be completed on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications using the incorrect application form (old Z83) will not be considered. Each application for employment form (Z83) must be fully completed (Sections A, B, C & D are compulsory and sections E, F, and G are not compulsory if the CV is attached), signed, and initialled by the applicant. Under reference make sure the following are included telephone numbers, email addresses and relationship. Failure by the applicant to fully complete, sign, and initial the application form may lead to disqualification of the application during the selection process. The application must indicate the correct job title and the department where the position is advertised. An application form must be accompanied by a fully detailed CV only. The Z83 and the CV must be one document in a form of PDF. By submitting your application, it also means you consent to the Centre for Public Service Innovation (the CPSI) processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates will be subjected to (1) a practical exercise, (2) Integrity (Ethical Conduct), and (3) will be subjected to personnel suitability checks on criminal records, citizenship or permanent residency verification, financial records, and qualification /study verification, and applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. 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 interest declaration within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only, if you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for shortlisted and successful candidates.

OTHER POST

<u>POST 19/01</u>	:	<u>SYSTEM DEVELOPER REF NO: 0002/2025</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Recognized 3-4-year National Diploma or B-Degree in Information Technology / Software Development / Multimedia Development or related equivalent to NQF level 6 coupled with 3 years' experience in system development; Knowledge of Public Service Policy and Regulatory Framework and other relevant regulations regarding IT; Sound knowledge of system development as well as programming; experience working with SQL, HTML, PHP, VB, C#, .Net.
<u>DUTIES</u>	:	Develop desktop and web-based systems. Manage all system acquisition (in-house and outsourced systems) within the Department. Conduct user training and system documentation. Advise on system development and initiatives. Perform system administration functions (system updates, security, etc.) Administer and co-ordinate the user acceptance testing, functional system testing with main users of the system and business owners. Analyze and model process and data requirements for the purpose of user requirement specification and functional system design. Co-ordinate and facilitate the compilation of user requirements for business systems. Collect and analyze business processes. Develop process diagrams and flowcharts for systems to be developed. Personal Profile: System Developer who can set and meet deadlines. Must have strong people skills and ability to set and meet deadlines. Demonstrate sound work ethics and should be honest, respectful and trustworthy. Client orientation and customer focus. Understands the importance of maintaining the confidentiality of sensitive employee information and good verbal and written communication skills. Ability to communicate with external and internal partners. Good interpersonal skills, presentation skills, coordination skills computer and writing skills.
<u>ENQUIRIES</u>	:	Human Resource Tel No: (012) 683 2817/00