

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 representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS: 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 or you can email your application to recruitment@opsc.gov.za

CLOSING DATE: 06 September 2019, 15h45

NOTES: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. 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 Competency 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.

POST: **STATE ADMINISTRATION OFFICER REF NO: SAO/08/2019**

SALARY: R257 508 per annum (Salary Level 7)

CENTRE: PUBLIC SERVICE COMMISSION HOUSE, PRETORIA

REQUIREMENTS: Ideal candidate profile: 3 year post school qualification National Diploma (NQF Level 6) in Public Administration/Public Management or Social Sciences degree • At least five years' experience in the Public Service, of which at least three must involve providing a support service to senior management • Proven experience of controlling expenditure and verifying performance information • Knowledge of the public service regulatory framework and the application thereof • Advanced Computer Literacy • A thorough understanding of government administration • Valid code 08 driver's licence (with exception of disabled applicants) • Ability to work both independently and as part of a team • Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on the daily duties of this post.

KEY PERFORMANCE AREAS: The successful candidate will be responsible for: Maintaining an effective and efficient administrative support system for the Chief Directorate and D: Litigation and Legal Services • Providing administrative and logistical support to governance events, meetings and workshops of the PSC • Providing overall performance monitoring and analysis support, by facilitating the submission of quarterly performance reports and supporting evidence and verifying submitted evidence against reported progress for reliability, relevance and accuracy • Coordinating and processing of PSC travel requests and expenditure • Monitoring and tracking expenditure within the authority of the Programme Manager.

ENQUIRIES: Ms LC Viviers

TEL: 012 352 1145