

## 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](mailto:recruitment@opsc.gov.za).

**CLOSING DATE** : 3 April 2020, 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 confidential security clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. Shortlisted candidates will be subjected to a practical test. 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.

**POST** : **STATE ADMINISTRATIVE OFFICER: PUBLIC ADMINISTRATION OFFICER REF NO: SAO/PAI/02/20**

**SALARY** : R257 508 – R303 339 per annum (Salary Level 7)

**CENTRE** : COMMISSION HOUSE, PRETORIA

**REQUIREMENTS** : A three year Degree (NQF Level 6/7) or National Diploma qualification in the field of Public Administration/Public Management/Law/Forensic Investigation or Auditing

•Experience of Public Service Prescripts, including Human Resource Management, Supply Chain Management and Financial Management in the Public Service • Verbal and written communication skills • Sound interpersonal skills • Be analytical and proactive • Operational knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook • Research skills will be an added advantage • Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on the daily duties of this post • Ability to work independently, under pressure and as part of a team• A valid driver's license.

**DUTIES**

: The successful candidate will be responsible for: Providing investigation support on complaints lodged with the PSC. Assist in the drafting of investigation reports containing findings and directions/ recommendations • Assist in conducting research into areas of Public administration practices • Assist in the management of the database on complaints. Draft submissions/memorandums and letters relating to the Chief Directorate• Request outstanding information from departments/institutions • Attend to projects initiated by the PSC in respect of public administration practices. • Engage with internal and external stakeholders as and when required. Render support to the Chief Directorate: Public Administration Investigations.

**ENQUIRIES**

: Ms TT Mashikinya

**TEL NO**

: 012 352 1139