

## **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, or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za).

**FOR ATTENTION:** Mr M Mabuza

**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. 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. Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however, from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment (Z83) form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

**POST: DEPUTY DIRECTOR: COMPLIANCE EVALUATION AND ORGANISATIONAL REVIEWS REF: DD/CEOR/11/20 (2 MONTHS CONTRACT)** This is a re-advertisement, those who previously applied are encouraged to reapply

**SALARY:** All-inclusive remuneration package of R869 007 per annum.

**CENTRE:** PUBLIC SERVICE COMMISSION HOUSE, PRETORIA

**REQUIREMENTS:** A recognized three-year Bachelor's degree/National Diploma (NQF Level 6/7) in Social Sciences/Public Management and Administration or equivalent qualification • 3 to 5 years' supervisory experience at Junior Management level • Experience in Project Management, Research, Monitoring and Evaluation • Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management Essential knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Development System and other related Public Service prescripts • An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery • An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs • A broad understanding of public administration and how the public service functions. Computer skills in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook • Excellent report writing, verbal communication, as well as presentation skills • Commitment to working under sustained pressure and be self-motivated, results oriented and show initiative. Ability to work independently and in project/matrix teams • Knowledge of people management • Possess a valid driver's license (with exception of people with disabilities) and be willing to travel • Ability to relate well with all levels of stakeholders.

**DUTIES:** Key performance areas: Conduct and/or support the promotion of the CVPs

- Provide effective support in the assessment of the functionality of the complaints management system in the public service and its impact on service delivery
- Contribute to the data capturing process (data from all national departments) for the development of departmental profiles (6 quantitative evaluations required for 2020/2021) and the Public Service Commission's comments on two presentations to the standing committee on appropriations
- Conduct monthly and quarterly monitoring of the implementation of PSC recommendations and update relevant databases

where necessary • Ensure that all targets of the Directorate are met during the duration of the contract.

**ENQUIRIES:** Ms Carmen Domingo-Swarts TEL NO: 012 352 1289

**CLOSING DATE:** 08 January 2021

**DEPUTY DIRECTOR: COMMUNICATION SPECIALIST REF NO: DD: CS/11/2020 (2 MONTHS CONTRACT)**

**SALARY:** R 869 007 per annum Level 12

**CENTRE: PUBLIC SERVICE COMMISSION HOUSE, PRETORIA**

**REQUIREMENTS:** Ideal candidate profile: A relevant recognised three-year Bachelor's Degree/National Diploma in Journalism (NQF Level 6/7) • Minimum 3 to 5 years' experience as an Assistant Director gained from Communication/media environment or related field • Clear understanding of and/ or experience in creative and technical process of gathering, packaging and disseminating information • Dynamic motivated, creating self-starter capable of working with little supervision • A background in external communication • Ability to work under pressure and meet deadlines • A Valid driver's license and a willingness to travel (with exception of disabled applicants) • Computer skills (Ms word, Excel, PowerPoint) • Problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical • Conduct and/or support the promotion of the CVPs.

**DUTIES:** Key Performance areas: Participate in the development and implementation of the communication strategy, including stakeholder management framework • Monitor news relating to the PSC and public administration in general and advise the Commission accordingly (Media Monitoring) • Draft and issue press releases • Co-ordinate and organise press briefings, interviews and other media activities • Coordinate production and advice on the content of the quarterly bulletin, the Pulse of the Public Service • Draft opinion pieces for placement in various publication • Provide technical and professional advice to the organisation on the media production • Market the organisation through appropriate external communication tools. Advice on the organisation's website (content and visual).

**ENQUIRIES:** Mr DH Ramafoko TEL : 012 352 1196

**CLOSING DATE:** 08 January 2021