

## 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 representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity 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 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** : 20 January 2020, 15:30 Pm

**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. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates 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. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessments (in compliance with the

DPSA Directive on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

***Note: The Employment Equity targets for this post is African male and African or Coloured female category or people with disability. Candidates of designated groups are encouraged to apply.***

**POST** : **PROVINCIAL DIRECTOR: FREE STATE REF NO: PD/FS/11/2019**

**SALARY** : All-inclusive remuneration package of R1 057 326 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund ((13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE** : **PROVINCIAL OFFICE: FREE STATE**

**REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree or equivalent qualification (NQF level 7) in the field of Human Resources, Public Management/Administration, Law or Social Sciences • Five (5) years' relevant experience in a middle/senior management post • Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service • Proficiency in collecting and analyzing data on public service performance indicators • Ability to analyze, summarize and comment on current debates in public administration • Ability to plan and coordinate activities at executive level • Appropriate experience in project management • Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195 • A firm grasp on matters of service delivery, ethics and integrity; as well as leadership and human resources practices. An understanding of how current public administration management and operational

processes comply, or do not comply, with the CVPs • Good communication and Presentation skills • Financial Management skills • Supervisory and appropriate people management experience • Stakeholder engagement skills • Proven managerial record • Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint • A Valid Driver's License. (with exception of disabled applicants).

## **DUTIES**

**Key Performance Areas:** Manage, lead and provide effective support in the area of Leadership and Management Practices • Manage, lead and provide effective support in the area of Monitoring and Evaluation • Manage, lead and provide effective support in the area of Integrity and Anti-Corruption • Conduct and manage the evaluation and promotion of the Constitutional Values and Principles in the Province • Monitor and report on the implementation of the PSC recommendations and directions bi-monthly (this includes everything from Monitoring and Evaluation, Integrity and Anti-Corruption, Leadership and Management Practices and Section 196) • Provide strategic support to the Office and Commission in the execution of the mandate of the PSC • Conduct Research, Monitoring, Evaluation and Investigation in all areas covered by the values governing Public Administration • Promote a high standard of Professional Ethics in the Public Administration • Investigate grievances and complaints and make recommendations to the Public Service Commission (PSC) • Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the Free State Province • Provide corporate support services in the Provincial Office of the PSC • Liaise with the National Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the Free State Province • Submit contributions on the PSC's work in the Free State Provincial Office for inclusion in the Annual Report.

## **ENQUIRIES**

: **Ms I Mathenjwa**

## **TEL**

: **012 352 1109**

