

## 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:** **ASSISTANT DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS (2 MONTHS CONTRACT) X4 POSTS (This is a re-advertisement, those who previously applied are encouraged to reapply)**

**REF NO: PRETORIA (ASD/PAI/11/2020/PTA),**  
**REF NO: EASTERN CAPE (ASD/PAI/11/2020/EC),**  
**REF NO: KWAZULU-NATAL (ASD/PAI/11/2020/KZN)**

**SALARY:** Basic salary of R470 040 per annum (level 10)

**CENTRE:** Public Service Commission House, Pretoria,  
Eastern Cape,  
KwaZulu-Natal

**REQUIREMENTS:** The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised National Diploma/Bachelor's Degree (NQF level 6/7) in Law/ Auditing/ Forensic Investigations/ Public Administration. A minimum of three (3) years' experience in forensic Investigations / Investigations / Auditing / Fraud and Anti-Corruption regarding personnel and public administration practices. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, 1996, the Public Service Act, 1994, the Public Service Commission Act, 1997, the Public Finance Management Act, 1999, the Public Service Regulations, National Treasury Regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A valid driver's license (with exception of disabled applicants).

**DUTIES:** Key performance areas: Investigate complaints lodged with the PSC, or of own accord, into personnel and public administration practices. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System. Conduct investigative research into personnel and public administration practices. Draft reports with appropriate findings, recommendations/ advice. Compile presentations on reports. Participate in the promotion and evaluation of the CVPs stipulated in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Provide support to the organization through participation in office management related tasks.

**ENQUIRIES:** Ms TT Mashikinya TEL NO: 012 352 1289 Gauteng, Pretorai  
Mr L Mgego TEL NO: 043 643 4704 Eastern Cape  
Ms P Kwanini TEL NO:033 345 9997 KwaZulu-Natal

**CLOSING DATE:** 11 December, 15h45