

## OFFICE OF THE PUBLIC SERVICE COMMISSION (OPSC)

*The Public Service Commission (PSC):* • The PSC is an independent and impartial body responsible for promoting the democratic values and principles governing public administration • The PSC promotes the constitutionally enshrined values of professional ethics, efficiency, effectiveness, good human resource management, merit and equity, including transparency in the delivery of services to the people of South Africa • The PSC discharges its functions by monitoring, investigating and evaluating the organisation, administration and personnel practices, as well as performance efficiency in the Public Service, advising executive authorities in this regard and investigating employee grievances and recommending appropriate remedies thereon • It interacts with the Executive Branch of Government in discharging its functions; it is accountable to the National Assembly to which it reports • 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 Acting Chief Director: People Management Practices, 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:**

03 May 2021, 15h30

### **NOTES:**

Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications, identity document, and driver's license. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizen verification, financial records, qualification verification, and applicants could also be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract of five years with the President (or delegated authority) and a performance agreement with the Chairperson of the Public Service Commission within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment. For SMS posts in the Public Service no appointment shall be effected without the recommended candidate

producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: <https://thensg.gov.za/training-course/sms-pre-entryprogramme/>. **Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and 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:** **DIRECTOR-GENERAL: OFFICE OF THE PUBLIC SERVICE COMMISSION (5 YEAR CONTRACT): REF NO: DG/03/2021**

**SALARY:** An all-inclusive remuneration package commencing at R1 978 533 per annum, comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion (salary level 16). A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

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

**REQUIREMENTS:** A Senior Certificate, an Undergraduate Qualification and a post graduate qualification (NQF level 8) in Public Administration/ Public Management/ Law/ Human Resources/ Business Administration Sciences/ Development Studies as recognized by SAQA • 8-10 years proven experience at a senior managerial level of which at least 3 years must have been with any organ of State, as defined in the Constitution, Act 108 of 1996 • Extensive experience in an independent constitutional institution supporting democracy will be an added advantage. Knowledge of the Constitution, Public Service Act, Public Administration Management Act, 2014 (PAMA) and the Public Finance Management Act, 1999 (PFMA) and all related regulations, frameworks, policies and instruction notes of these Acts • Knowledge of the National Development Plan (NDP) and the MTSF, Advanced Knowledge and experience in Public Administration and Public Management • Knowledge of the Auditor General's prescripts, Advanced knowledge and experience leading and managing an institution • Extensive knowledge and experience in policy research, policy analysis and policy development, A proven track record in research, investigations, conducting monitoring, evaluations and impact studies • Advanced knowledge in government's Human Resource and Labour related legislation. Knowledge of the government cluster system • Advanced experience in establishing and managing complex relationships and partnerships. Computer literacy • Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195 • An understanding of how current public

administration management and operational processes comply, or do not comply, with the CVPs.

**KEY COMPETENCIES :** Strategic capability and leadership; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer focus; Communication.

**DUTIES:** As Secretariat to the PSC - Manage, direct and account for the provisioning of professional secretariat, research and technical advisory services to the PSC to enable it to comply with its Constitutional and legislative mandates

- Provide, at strategic level, technical advisory services to the PSC, inclusive of the alignment of operational governance and organisational practices, structures and systems to strengthen the independence of the PSC
- Manage and account for the provisioning of administrative support and work facilities to PSC Commissioners, enabling them collectively and individually to optimally discharge their Constitutional and legislative responsibilities.

As Accounting Officer and Head of Department – Ensure that the Department has the appropriate systems and controls in place for proper financial and supply chain management, expenditure control and proper utilization of resources

- Ensure that the Department adheres to the provisions of the PFMA and Treasury Regulations and is adequately resourced to deliver on its strategic objectives
- Assist the PSC with the development, implementation and monitoring of its strategic and annual operational plans inclusive of developing, directing and account for the performance of in-house technical support programmes
- Direct the improvement of labour relations and effective and efficient Leadership and HRM practices in the Public Service
- Ensure the functionality and Service Delivery of the Public Service through the evaluation and promotion of the Constitutional values and Principles governing Public Administration
- Direct the investigation and evaluation of personnel and public administration practices and the promotion of professional ethics in the Public Service
- Develop, manage and account for programmes to promote the PSC as a Constitutional Institution, inclusive of supporting the PSC with the effective and efficient management of its stakeholders
- Manage the implementation of, and account for, operational corporate governance practices
- Ensure discipline in the workplace and the development of staff; and represent, on assignment, the strategic intent of the PSC within various bodies and institutional structures.

**ENQUIRIES:** Mr Z Momeka  
**TEL NO:** 012 352 1195