

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 representativity (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.

CLOSING DATE : 13 May 2022, 15H45.

NOTES : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. 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. 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. 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 assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for

all SMS applications. **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. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.**

- POST** : **OFFICE MANAGER TO THE DG REF NO: OMDG/03/2022**
- SALARY** : SALARY LEVEL 9 R382 245
- CENTRE** : **PUBLIC SERVICE COMMISSION HOUSE, PRETORIA**
- REQUIREMENTS** : Ideal Candidate Profile: A National Diploma/Degree (New NQF Level 6/7) in the field of Office Management/ Public Administration or equivalent qualification • 5 years' experience in the public service of which at least four must involve providing support service to executive management or equivalent experience in a related field, including in the private sector • Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Excellent interpersonal relations • Interact with stakeholders regarding events • Must have ability to arrange Visas, overseas travel and collection of information • must have ability to manage meetings • Must have good Office Management skills and handle confidential matters and has integrity and trustworthy • Must be creative, motivated, self-driven, results-oriented and initiative • Ability to work both independently and as part of a team • Ability to work under pressure • Must have project Management skills, Must have excellent organizational and planning skills and ability to work on multiple projects simultaneously, have effective oral and written Communication skills, have a sense of urgency and ability to identify, analyse and resolve problems in a timely manner • Must have a valid driver's license • 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 CVP's.
- DUTIES** : **Key Performance Areas:** Provide support in: rendering effective strategic office administration and document management support to the DG • Provide Secretarial and personal assistant services to the DG • Oversee administration and provide secretarial support at the meetings of the Office of the DG • Manage and oversee logistics and the budget within the Office of the Director-General.

ENQUIRIES : MS LC Viviers

TEL NO: : **012 352 1145**