

## 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, for attention Mr M Mabuza or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za).

**CLOSING DATE** : 03 June 2022, 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); 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](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: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/NC/05/2022**

**SALARY** : All inclusive remuneration package of R744 255 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.

**CENTRES** : **PUBLIC SERVICE COMMISSION NORTHERN CAPE PROVINCIAL OFFICE, KIMBERLY**

**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
- Three (3) to five (5) supervisory/ASD years' experience in forensic Investigations/ Investigations/ Auditing/ Fraud and Anti-Corruption
- Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, 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 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** : Investigate complaints lodged with the PSC and of PSC's own accord into areas of Public Administration

- Gather and analyse

information obtained during investigations • Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System (Database on Complaints) • Follow up on cases referred to departments for investigation • Conduct investigative research into areas of Public Administration practices • Draft reports with appropriate findings, recommendations/directions/ advice • Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases • Compile presentations on investigative reports • Provide support in the promotion and evaluation of the CVPs 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 • Supervise staff • Provide support to the organization through participation in office management related tasks.

**ENQUIRIES** : Dr Wendy Melwich

**TEL** : 053 832 6222