

## 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** : 7 August 2020, 15h45.

**NOTES** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recently 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. 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.

**POST** : **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/07/2020**

**SALARY** : All-inclusive remuneration package of R869 007 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** : **FREE-STATE PROVINCIAL OFFICE**

**REQUIREMENTS** : A Degree or equivalent qualification (NQF Level 7) in the field of Social Sciences and/or Public Administration and/or Development Management • A post graduate qualification (NQF Level 8) will be an added advantage • At least 5 years supervisory experience in Research • Strong technical competence and proven experience in research, research design, research methodology, data analysis and Monitoring and Evaluation methods • Knowledge of Public Management, Public Administration, Human Resource Practices, Corporate Governance and Financial Management • Thorough understanding of government administration • Good report writing, presentation and analytical skills • People management, project management, and communication skills • Proficiency in data analysis tools such as Atlas ti, SPSS, Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint • Valid driver's license (with exception of disabled applicants) • 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 CVPs.

**DUTIES** : Evaluate the performance of the Free State public service using indicators and standards for each of the principles in section 195 of the Constitution • Design and develop research project proposals and/or project plans • Conduct Monitoring and Evaluation and social research on the public service • Evaluate Public Administration practices in Provincial Departments and develop solutions to identified problems • Conduct service delivery investigations and inspections • Conduct research in Human Resource Management and Development Practices and develop solutions to identified problems • Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations, and update relevant databases • Draft reports emanating from the key performance areas, including the annual report on the Compliance with of the Constitutional Values and Principles within the Free State Provincial Government • Perform other duties including those relating to professional ethics assigned by the Provincial Director • Provide support to the organization through participation in office management related tasks.

**ENQUIRIES** : Mr S Mlisana  
**TEL:** : (051) 448 8696