

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 : 03 June 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 technical exercise 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 : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER REF NO: SAO: COM/05/2022**

SALARY : **SALARY LEVEL 7 R261 372**

CENTRES : **PUBLIC SERVICE COMMISSION HOUSE (PRETORIA)**

REQUIREMENTS : Ideal Candidate Profile: A three year post matric qualification (National Diploma or Bachelor's Degree) in Social Sciences, Public Administration/Management or Human Resource Management (NQF Level 6/7) • At least 2 – 3 years' relevant experience • Advanced computer literacy in MS Office Suite, including Word, Excel, PowerPoint and Outlook • Good interpersonal relations • Must be assertive, trustworthy, ethical and professional with Integrity • Must be willing to occasionally work after hours • Must have effective administrative, organizational and communication skills • 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 and maintain a high level of confidentiality • Must have commitment to transformation and a valid driver's license (with exception of people with disabilities).

DUTIES : **Key Performance Areas:** The successful candidate will: render administrative support to the Commissioner • Provide secretary and personal assistant services to the Commissioner • Control expenditure in the Office of the Commissioner • Coordinate information for the Commissioner's reporting and cluster commitments • Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports • Administer office correspondence/ documents/reports • Make travel and accommodation arrangements and processing claims thereof • Draft and type correspondence/documents including PowerPoint presentations • Maintain and manage the filing system •

Organise meetings/ workshops and take minutes during meetings • Administer the Commissioner's diary • Act as a receptionist for the Commissioner and the Office • Liaise with internal and external stakeholders on behalf of the Commissioner.

ENQUIRIES : MS LC Viviers

TEL: : 012 352 1145