

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

**FOR ATTENTION:** Mr M Mabuza

**NOTES:** Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent 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 confidential security 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. **Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however, from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment (Z83) form which 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 SERVICE MONITORING AND EVALUATION SYSTEM REF NO: DD/PSMES/11/20 (2 MONTHS)**

**CONTRACT) (This is a re-advertisement, those who previously applied are encouraged to reapply)**

**SALARY:** All-inclusive remuneration package of R869 007 per annum.

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

**REQUIREMENTS:** The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have: A National Diploma/Bachelor's Degree (new NQF level 6/7) in Information Systems or Statistics. A post graduate qualification in the above-mentioned fields would be an added advantage. Experience in data analysis. Experience at supervisory level in research, data analysis, monitoring and evaluation, policy analysis, management consulting, public administration and management practices and organizational performance environment. Ability to design complex spreadsheets and reports (tables, graphs, dashboards, etc.) using a variety of analytical methods and tools. Good writing and communication (written and verbal) including presentation skills. Advanced computer skills in MS Suite e.g. Excel, Word and PowerPoint. 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. Knowledge and experience in SQL database and Microsoft Power Business Intelligence OR other databases and BI tools. A valid driver's license and willingness to travel.

**DUTIES:** Evaluate the performance of the public service using indicators and standards for each of the principles in section 195 of the Constitution. Evaluate the performance of the public service using data analytics. Contribute to the development of the PSC's quantitative analytical methodologies. Contribute towards the maintenance of a data warehouse/database, sourcing data from PSC in-house source systems as well as from sources across the public service. Ensure regularly update, completeness and quality of data. Produce monitoring and evaluation reports including analytical briefs. Develop and generate narrative as well as visualization reports (tables, graphs, dashboard, etc.) from spreadsheets or data base or Business Intelligence tools.

**ENQUIRIES:** Mr Ndivhuho Malange TEL NO: (012) 352 1095

**CLOSING DATE:** 11 December, 15h45