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 ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.

CLOSING DATE : 26 January 2018, 15h45.

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 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 panel 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.
POST: DIRECTOR: PUBLIC SERVICE MONITORING AND EVALUATION SYSTEM REF NO: D/PSMES/01/18

SALARY: All inclusive remuneration package of R948 174 – R1 111 918 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: HEAD OFFICE, 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
● An appropriate recognised Bachelor's Degree (new NQF level 7) in Social Sciences, Public Administration or Public Management
● A post graduate qualification in the above-mentioned fields or Information Systems or Statistics, data processing and analysis would be an added advantage
● A minimum of 5 years’ experience at a Middle/Senior Management level
● Knowledge of Public Service regulatory framework that pertains to the values and principles governing public administration.
● Minimum of 5 year’s proven experience in research, monitoring and evaluation, policy analysis, management consulting, evaluation of public administration and management practices and organisational performance improvement
● Ability to source, analyse and summarise complex data and other evidence on the performance of the public service
● Proven and tested experience in designing complex spreadsheet reports (tables, graphs, dashboards, etc.) using a variety of analytical methods and tools
● Good management skills [CV should indicate the size (budget and number of staff), the function of the unit that the candidate has managed and for how long.]
● Good writing and communication (written and verbal) skills. [Candidate should submit a piece of his/ her own writing, excluding writing submitted for degree purposes, with his/her CV.]
● Advanced computer skills in MS Suite e.g. Excel, Word and Power Point. Knowledge and experience in SQL data base and Microsoft Power Business Intelligence OR other data base and BI tools will be an added advantage
● A valid driver’s license and willingness to travel are essential.

DUTIES: Design and implement a programme of evaluating the performance of departments against the values and principles in Section 195 of the Constitution
● Undertake large
quantitative analysis of the performance of the public service using indicators and standards for each of the principles in section 195 of the Constitution • Design assessment tools, reporting formats and data tables for such evaluations • Maintain a data warehouse, sourcing data from PSC in-house source systems as well as from sources across the public service Identify trends in the performance of the public service and diagnose underlying causes of poor performance • Ensure regular update, completeness and quality of data • Lead the development and production of narrative as well as visualisation reports (tables, graphs, dashboard, etc.) from spreadsheets or data base or Business Intelligence tools • Manage the unit responsible for this function.

ENQUIRIES : Kobus van der Merwe
TEL: (012) 352 1018