

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 representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

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:

11 June 2021, 15h30

NOTE

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. 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. **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: **INTERNSHIP PROGRAMME: INFORMATION TECHNOLOGY REF NO: IT/05/2021 (24 MONTHS CONTRACT)**

SALARY: STIPEND: R7 510.15 per month

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

REQUIREMENTS: National Diploma (NQF 6) /Degree (NQF 7) in Information Technology. The candidate should have basic understanding of the following: Computer Networks, Hardware and software configuration, Computer Literacy, IT Helpdesk first line support • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: PMP/05/2021 (24 MONTHS CONTRACT)**

SALARY: STIPEND: R7 510.15 per month

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

REQUIREMENTS: National Diploma (NQF 6) /Degree (NQF 7) Human Resource Management/Development • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: **INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: SCM/05/2021 (24 MONTHS CONTRACT)**

SALARY: STIPEND: R7 510.15 per month

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

REQUIREMENTS: National Diploma (NQF 6) /Degree (NQF 7) in Supply Chain Management/Logistics/Financial Management / Accounting / Public Administration • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: **INTERNSHIP PROGRAMME: FINANCIAL MANAGEMENT REF NO: FM/05/2021 (24 MONTHS CONTRACT)**

SALARY: STIPEND: R7 510.15 per month

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

REQUIREMENTS: National Diploma (NQF 6) /Degree (NQF 7) in Accounting / Financial Accounting / Cost Accounting / Management Accounting/Auditing • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: **INTERNSHIP PROGRAMME: MONITORING AND EVALUATION RESEARCH SUPPORT: PUBLIC ADMINISTRATION RESEARCH X2 REF NO: ME/05/2021 (24 MONTHS CONTRACT)**

SALARY: STIPEND: R7 510.15 per month

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

REQUIREMENTS: National Diploma (NQF 6) /Degree (NQF 7) in Public Administration • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: **INTERNSHIP PROGRAMME: GRIEVANCE INVESTIGATIONS AND LABOUR RELATIONS REF NO: LMP/05/2021 (24 MONTHS CONTRACT)**

SALARY: STIPEND: R7 510.15 per month

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

REQUIREMENTS: National Diploma (NQF 6) /Degree (NQF 7) in in Law with Labour Law or Labour Relations as major subject; Labour Law • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: **INTERNSHIP PROGRAMME: ADMINISTRATION, DATA MANAGEMENT, DATA-BASE MANAGEMENT**

AND DATA ANALYSIS REF NO: DATA/05/2021 (24 MONTHS CONTRACT)

SALARY:

STIPEND: R7 510.15 per month

CENTRE:

PUBLIC SERVICE COMMISSION HOUSE, PRETORIA

REQUIREMENTS:

National Diploma (NQF 6) /Degree (NQF 7) with specialisation or modules in data management, data-base management and data analysis) or any qualification (degree/diploma and work experience in data management, data-base management and data analysis) • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST:

INTERNSHIP PROGRAMME: INTEGRITY AND ANTI-CORRUPTION, (INVESTIGATION OF COMPLAINTS, CONDUCTING RESEARCH ON ETHICAL ISSUES IN THE PUBLIC SERVICE AND DATA ANALYSIS ON REPORTED CASES) X2 REF NO: IAC/05/2021 (24 MONTHS CONTRACT)

SALARY:

STIPEND: R7 510.15 per month

CENTRE:

PUBLIC SERVICE COMMISSION HOUSE, PRETORIA

REQUIREMENTS:

National Diploma (NQF 6) /Degree (NQF 7) Law, Public Administration, Forensic Investigation and Data Analysis • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST:

INTERNSHIP PROGRAMME: GRIEVANCE AND COMPLAINTS INVESTIGATIONS REF NO: GPO/05/2021 (24 MONTHS CONTRACT)

SALARY:

STIPEND: R7 510.15 per month

CENTRE:

PUBLIC SERVICE COMMISSION GAUTENG PROVINCIAL OFFICE, JOHANNESBURG

REQUIREMENTS:

National Diploma (NQF 6) /Degree (NQF 7) Law or Labour Relations • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: **INTERNSHIP PROGRAMME: GRIEVANCE AND COMPLAINTS INVESTIGATIONS REF NO: LPO/05/2021 (24 MONTHS CONTRACT)**

SALARY: STIPEND: R7 510.15 per month

CENTRE: **PUBLIC SERVICE COMMISSION LIMPOPO PROVINCIAL OFFICE, POLOKWANE**

REQUIREMENTS: National Diploma (NQF 6) /Degree (NQF 7) Law or Labour Relations • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: **INTERNSHIP PROGRAMME: ADMINISTRATION /RESEARCH, MONITORING AND EVALUATION REF NO: NCPO/05/2021 (24 MONTHS CONTRACT)**

SALARY: STIPEND: R7 510.15 per month

CENTRE: **PUBLIC SERVICE COMMISSION NORTHERN CAPE PROVINCIAL OFFICE, KIMBERLEY**

REQUIREMENTS: National Diploma (NQF 6) /Degree (NQF 7) in Public Management/Administration/ Research, Monitoring and Evaluation • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: **INTERNSHIP PROGRAMME: ADMINISTRATION /RESEARCH, MONITORING AND EVALUATION REF NO: FSPO/05/2021 (24 MONTHS CONTRACT)**

SALARY: STIPEND: R7 510.15 per month

CENTRE: **PUBLIC SERVICE COMMISSION FREE STATE PROVINCIAL OFFICE, BLOEMFONTEIN**

REQUIREMENTS: National Diploma (NQF 6) /Degree (NQF 7) in Public Management/Administration/ Research, Monitoring and Evaluation • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: **INTERNSHIP PROGRAMME: GRIEVANCE AND COMPLAINTS INVESTIGATIONS REF NO: NWPO/05/2021 (24 MONTHS CONTRACT)**

SALARY: STIPEND: R7 510.15 per month

CENTRE: PUBLIC SERVICE COMMISSION NORTH WEST
PROVINCIAL OFFICE, MMABATHO

REQUIREMENTS: National Diploma (NQF 6) /Degree (NQF 7) Law or Labour Relations • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: INTERNSHIP PROGRAMME: GRIEVANCES AND COMPLAINTS INVESTIGATIONS; PROFESSIONAL ETHICS RESEARCH, AND MONITORING AND EVALUATION REF NO: WCPO/05/2021 (24 MONTHS CONTRACT)

SALARY: STIPEND: R7 510.15 per month

CENTRE: PUBLIC SERVICE COMMISSION WESTERN CAPE
PROVINCIAL OFFICE, CAPE TOWN

REQUIREMENTS: National Diploma (NQF 6) /Degree (NQF 7) in Law or Labour Relations or Diploma/Degree in Public Management/Administration/ Research, Monitoring and Evaluation • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: INTERNSHIP PROGRAMME: GRIEVANCE AND COMPLAINTS INVESTIGATIONS REF NO: MPO/05/2021 (24 MONTHS CONTRACT)

SALARY: STIPEND: R7 510.15 per month

CENTRE: PUBLIC SERVICE COMMISSION MPUMALANGA
PROVINCIAL OFFICE, NELSPRUIT (MBOMBELA)

REQUIREMENTS: National Diploma (NQF 6) /Degree (NQF 7) in National Diploma/Degree in Law or Labour Relations • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST: INTERNSHIP PROGRAMME: GRIEVANCE AND COMPLAINTS INVESTIGATIONS REF NO: ECPO/05/2021 (24 MONTHS CONTRACT)

SALARY: STIPEND: R7 510.15 per month

CENTRE:

**PUBLIC SERVICE COMMISSION EASTERN CAPE
PROVINCIAL OFFICE, KING WILLIAM'S TOWN**

REQUIREMENTS:

National Diploma (NQF 6) /Degree (NQF 7) in Law or Labour Relations • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

POST:

**INTERNSHIP PROGRAMME: PUBLIC
MANAGEMENT/ADMINISTRATION/ RESEARCH,
MONITORING AND EVALUATION REF NO:
KZNPO/05/2021 (24 MONTHS CONTRACT)**

SALARY:

STIPEND: R7 510.15 per month

CENTRE:

**PUBLIC SERVICE COMMISSION KWAZULU-NATAL
PROVINCIAL OFFICE, PIETERMARITZBURG**

REQUIREMENTS:

National Diploma (NQF 6) /Degree (NQF 7) in Public Management/Administration/ Research, Monitoring and Evaluation • Unemployed youth aged between 18 and 35 • Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills • No criminal record.

ENQUIRIES:

TEL NO:

**MS TEBOGO LESHABA
(012) 352 1108**