

## 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. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. 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 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: SENIOR SPECIALIST RESEARCHER: ORGANISATION AND ADMINISTRATION OF THE PUBLIC SERVICE (DIRECTOR LEVEL) REF SSR/OAPS/11/2020**

**SALARY:** All-inclusive remuneration package of R1 057 326.00 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: PUBLIC SERVICE COMMISSION HOUSE, PRETORIA**

**REQUIREMENTS:** A SAQA recognized Bachelor's Degree or equivalent qualification (new NQF level 7) in one of the following: Public Management or Public Administration or Social Sciences with prove primary research experience. A relevant post graduate qualification will be an added advantage. 5 years relevant experience in a middle/senior management post. Minimum 10 years of leading and conducting research on public administration. Proven and strong research capability and research supervision skills. Conceptual ability in the design and implementation of research projects. An experienced evaluator/ consultant/ policy analyst/ researcher, preferably somebody specialising in the organisation and administration, governance and management of institutions, underpinned by the nine principles in section 195 of the Constitution. A strong understanding of the Constitution and the intersection between the rights, values and principles as they relate to public administration. Experience and knowledge in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Excellent project management and problem solving abilities. Exceptional understanding of the policy environment within which Public Service delivery takes place. Excellent communication (written and verbal) skills. Proven and strong research capability and research supervision skills. Conceptual ability in the design and implementation of research projects. An experienced evaluator/ consultant/ policy analyst/ researcher, preferably somebody specialising in the organisation and administration, governance and management of institutions, underpinned by the nine principles in section 195 of the Constitution. Good people management skills and the

ability to work with and across teams. Good liaison skills and the ability to manage relations with different stakeholders. Sufficient computer skills in Microsoft Office Suite e.g. A Valid Driver's License (with the exception of disabled applicants) and willingness to travel.

**DUTIES:**

Undertake research projects in public administration. Undertake reviews and evaluations of the organisation and administration of the public service (Organisation and administration include all the institutional characteristics that determine the performance of the public service, including the regulatory framework, service delivery model, governance framework, policies, structures, systems and processes). Undertake service delivery evaluations, participatory evaluations and inspections. Undertake evaluations of the compliance of public service departments with the nine principles governing public administration in section 195 of the Constitution. Provide conceptual leadership in Monitoring and Evaluation and Public Administration. Manage resources efficiently and effectively in accordance with Public Service policies and prescripts.

**ENQUIRIES:**

Ms Carmen Domingo-Swarts: (012) 352 1289

**CLOSING DATE:**

18 December, 15h45