

## 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** : 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).

**CLOSING DATE** : 15 October 2021

**NOTES** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)); a recent updated 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 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. All short-listed 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.zavacancies](http://www.dpsa.gov.zavacancies). From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.**

**POST** : **DIRECTOR: PUBLIC SERVICE COMMISSION SUPPORT REF NO: D: PSCS/09/2021**

**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** : Ideal candidate profile: An appropriate Bachelor's degree (NQF 7) in Public Administration/Management/ Law/ Human Resources/ Business Administration Sciences/ Development Studies • 5 years' experience at middle/ senior management level • 5 years' experience of rendering executive support to governance structures • Experience of liaising with Parliament/ legislatures will be an added advantage • Experience in monitoring and evaluation in the public sector or social sciences • Experience in developing research proposals and instruments and designing plus utilising appropriate data collection strategies and data capturing tools • Good understanding of the PSC's mandate • Excellent planning, organisational and communication skills • Excellent research and writing skills • Ability to work across levels within the PSC and interact at a senior level • Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195 • The successful candidate must possess strong strategic capability, analysis, leadership, programme, project management and financial and people management skills • A pre-entry certificate obtained from the National School of Government • Proven computer skills and

experience in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. • A Valid Driver's License (with the exception of disabled applicants).

**DUTIES** : Key performance areas: • Provide parliamentary support services • Coordinate the Public Service Commission governance structures and render secretariat and logistical services • Provide secretariat support to selected governance structures of the office of the Public Service Commission • Coordinate international relations • Management of human and financial resources.

**ENQUIRIES** : Ms LC Viviers  
**TEL** : (012) 352 1145