

INTERNAL ADVERTISEMENT

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, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.

CLOSING DATE : 2 July 2021 15h30

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 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. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. **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 : **STATE ADMINISTRATION OFFICER: GRIEVANCES REF NO: SAO/G/05/2021** (6 MONTHS CONTRACT). This is a re-advertisement, those who previously applied are encouraged to reapply.

SALARY : R 257 508 per annum Level 7

CENTRE : **GAUTENG PROVINCIAL OFFICE OF THE PUBLIC SERVICE COMMISSION, JOHANNESBURG**

REQUIREMENTS : Ideal candidate profile: 3 year post school qualification National Diploma/Degree (NQF 6/7) in Office Administration/Public Administration/Public Management • At least 3 years' experience in office administration • Advanced Computer Literacy and knowledge of the MS Office Suite • Data management and analysis experience • Knowledge of the public service regulatory framework and the application thereof • Ability to capture and coordinate data systematically • Ability to analyse and process data • A thorough understanding of government administration • Ability to work both independently and as part of a team.

DUTIES The successful candidate will be responsible for: General office administration and filing; Establish and manage database in respect of grievances lodged with the Public Service • Establish and maintain database on implementation of recommendations • Monitor trends and manage database in respect of six monthly statistics on grievance resolution in the Public Service • Compile monitoring reports to the PSC on grievances received by the PSC • Provide project administration research support and coordinate compliance with audit requirements • Provide overall administrative assistance to the Deputy Director: LRI and provide secretariat support services when arranging panel or grievance meetings.

ENQUIRIES : **Laurence Edward Cronje**
TEL : **011 833 5721**