

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** : You can apply on www.psc.gov.za, 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
- CLOSING DATE** : 01 September 2023, 15H30
- NOTES** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); Only a fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. 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) (only when shortlisted). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. 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. 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.

OTHER POSTS

- POST 28/65** : **DEPUTY DIRECTOR: PROFESSIONAL ETHICS REF NO: DD/PE/MP/08/2023**
- SALARY** : R811 560 per annum, (all-inclusive remuneration package). 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 REQUIREMENTS** : Public Service Commission, Mpumalanga Provincial Office (Nelspruit)
: An appropriate Bachelor's Degree or Equivalent qualification (NQF 7) in Social Sciences/ Law/ Public Administration/ Professional Ethics. Minimum of 3-5 years supervisory/ Assistant Director experience in: Promotion and monitoring of Ethics Frameworks; Promotion of Constitutional Values and Principles, Management of Conflicts of Interest, Investigative Research, Anti-Corruption activities. Knowledge of people management and project management skills. Knowledge of handling public management, administration, human resource practices, corporate governance and financial management and disclosure. Understanding of Public Service Regulatory Framework, Legislations, National Anti-Corruption Strategy, forensic investigation, monitoring and evaluation. Understanding of government programmes and priorities. Report writing skills. Presentation skills. Good communication skills. Computer skills in Microsoft Office Suite (Excel, Word and PowerPoint). Reasoning and data analysis skills. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery.

<u>DUTIES</u>	:	An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license (with exception of disabled applicants). Promotion and monitoring of Ethics Frameworks and Promotion of Constitutional Values and Principles in the Province. Monitor the compliance to Financial Disclosure Framework on the submission of financial disclosures by all members of Senior Management Services in the Province. Monitor the management of conflict of interest through scrutinizing of financial disclosure, monitoring the management of gifts and Other Remunerative Work. Conduct investigative research on identified ethics risks. Monitor the management of financial misconduct in the province. Develop a chapter on the State of integrity in the province. Perform any Public Service Commission tasks allocated to the incumbent of the post assigned by the Provincial Director.
<u>ENQUIRIES</u>	:	Ms Salome Meso Tel No:(013) 755 4070/1 or Tel No:(013) 411 0107
<u>POST 28/66</u>	:	<u>DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/NW/08/2023</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive remuneration package). 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.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission North-West Provincial Office, (Mmabatho) An appropriate recognised National Diploma/Bachelor's Degree (NQF level 6/7) in Law/ Forensic Investigations/ Public Administration or equivalent. Three (3) to five (5) years' experience in Forensic Investigations/ Investigations/ Auditing/ fraud and Anti-Corruption at supervisory/ASD level. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).
<u>DUTIES</u>	:	Investigate complaints lodged with the PSC and of PSC's own accord into areas of Public Administration. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System (Database on Complaints). Handle National Anti-Corruption Hotline (NACH) cases and follow up on cases referred to departments for investigation. Conduct investigative research into areas of Public Administration practices. Draft reports with appropriate findings, recommendations/ directions/ advice. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Compile presentations on investigative reports. Provide support in the promotion and evaluation of the CVPs in section 195 of the Constitution. Supervise staff. Provide support to the organization through participation in office management related tasks. Perform other tasks relating to labour relations improvement, professional ethnics and research assigned by the Provincial Director.
<u>ENQUIRIES</u>	:	Mr JL Mautlwa Tel No: (018) 384 1000
<u>POST 28/67</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT REF NO: DD/LRI/08/2023</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive remuneration package). 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.
<u>CENTRE</u>	:	Public Service Commission House, Pretoria

REQUIREMENTS : A recognized three-year Bachelor's degree/ Diploma (NQF Level 6/7) in Labour Relations/ Labour Law/ Law. 3-5 years' experience in Labour Relations, grievance resolution, legal interpretation and investigation research at supervisory/ASD level. Knowledge in the area of Human Resources Management, leadership management and development and public sector management and administration. Knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Development System and other related Public Service prescripts; experience in project management, research and monitoring and evaluation; experience in case management. Knowledge and understanding of the Constitution of the Republic of South Africa, 1996, and its application towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Computer skills in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook). Excellent report writing; interpersonal skills; verbal communication; and presentation skills. Commitment to working under sustained pressure and be self-motivated, results oriented and show initiative. Ability to work independently and in matrix teams Knowledge of people management. Possess a valid driver's license (with exception to people with disabilities) and be willing to travel extensively and ability to relate well with all levels of stakeholders.

DUTIES : Investigate grievances through evaluation, research, analysis and draft investigative reports. Present grievance reports to the Commission; attend and provide support to the work related to the management of grievance reports and outcomes. Monitor the implementation of PSC recommendations. Manage the grievances management system, database and Sharepoint. Manage Labour Relations projects. Conduct research and draft articles. Conduct Labour Relations research projects in the Departments. Conduct Labour Relations promotional events or the Commission's work in general.

ENQUIRIES : Mr TJ Matthare Tel No: (012) 352 1063

POST 28/68 : **AUDIT COMMITTEE MEMBER REF NO: ACM/08/2023 (X2 POSTS)**
(Contract Post for Three 3 Years)

SALARY : In accordance with Treasury Regulations applicable rates.

CENTRE : Public Service Commission House, Pretoria

REQUIREMENTS : A relevant postgraduate qualification (New NQF Level 8) in Accounting /Auditing/ Law. Strong expertise in corporate governance, accounting/financial management, risk management and/or legal environment. Exposure to the public sector environment. Knowledge and understanding of internal controls, public finance reporting requirements. Knowledge of and exposure to legislation/policies (PFMA, GRAP, GAAP, National Treasury Regulations and practice notes relevant to the Public Service Commission). Knowledge and understanding of the roles of the internal and external audit. Excellent communication skills (verbal and written) (NB: Preference will be given to applicants who have experience in serving on Audit Committees in Government Departments).

DUTIES : As an advisory Committee, the Audit Committee will. Assist the PSC in fulfilling its oversight responsibilities with regard to financial internal controls, risk management and governance. Ensure compliance with applicable legislations. Assist the Accounting Officer in the effective execution of his/her responsibilities. Regulate and discharge responsibilities as contained in the Audit Committee Charter and provide oversight on the work of Internal Audit in line with the Internal Audit Charter.

ENQUIRIES : Mr Zweli Momeka Tel No: (012) 352 1194/1195