

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*



**CLOSING DATE** : 08 June 2026

**NOTE** : Applications must quote the relevant reference number and consist of: (1) A fully completed and signed NEW Z83 form which can be downloaded at <https://www.dpsa.gov.za/newsroom/psvc/>. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", (2) a recent comprehensive CV, contactable referees (telephone numbers and email addresses must be indicated); Note 1: Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to submit certified documents of qualifications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. All shortlisted candidates for Senior Management Services (SMS) posts shall undertake two pre-entry assessments (Technical exercise and Integrity (Ethical Conduct). Suitable candidates identified by the selection and interview panel must undergo, (1) competency assessment, (2) personnel suitability checks on criminal records, citizen verification, financial records and (3) qualification verification. Note 2: Prior to appointment the nominated candidate will be required to complete the Nyukela Public Service SMS Pre-entry Programme, an online course offered by the National School of Government (NSG). The course can be accessed from the following link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The successful candidate will be expected to (1) undergo vetting processes (2) enter into an employment contract and a performance agreement within 3 months of appointment, as well as (3) complete a financial interests declaration form within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

**POST 17/104** : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: DPSA 04/2026**

**SALARY** : R1 494 900 per annum (Level 14), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 787 328 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

**CENTRE** : Pretoria

**REQUIREMENTS** : A minimum qualification at NQF level 7 in Law/ Bachelor of Laws (LLB), or a Bachelor of Procurations (B Proc). Admitted as an attorney or an Advocate. Minimum of five (5) years' experience at a senior management level. Ten (10) years' experience in Legal Services environment with specific focus on drafting and processing of legislation, litigation and provision of legal advice and opinions. Sound Knowledge of (1) the Constitution of the Republic of South Africa, (2) the constitutional and legislative mandates of the Minister for the Public Service and Administration, (3) all other legislation related to public service and administration. Managerial Skills: Strategic management, Human resources management, Financial management, Risk management and Stakeholder management. Competencies: Decision making, leadership, communication, problem solving and emotional intelligence.

**DUTIES** : Manage the process of drafting Public Administration legislation. Manage the review of legislation administered by the Minister for the Public Service and Administration of Public Administration Manage the provision of legal advisory

services to the Executive Authority, the department and external stakeholders. Manage the provision of litigation services. Perform duties of a Deputy Information Officer. Ensure the department's compliance with the PAJA, POPIA and PAIA and other relevant legislation. Manage the operations, human and financial resources of the Chief Directorate. Attend all departmental and any other meetings as directed. Represent the department in intra-departmental, inter-departmental and other committees or work streams on legal matters.

**ENQUIRIES** : Ms. Linda Dlodla Tel No: (012) 336 1282  
**APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed to Advert042026@dpsa.gov.za

**POST 17/105** : **CHIEF DIRECTOR: OPERATIONS MANAGEMENT REF NO: DPSA 05/2026**

**SALARY** : R1 494 900 per annum (Level 14), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 787 328 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum qualification at NQF level 7 in Public Management/ Administration/Public Management/Business Administration/Management Services/ Industrial and Organisational Psychology/ Industrial Psychology/ Operations/ Production Management. Minimum of 5 years at a senior management level. Minimum of 10 years' appropriate experience in Operations Management environment. Knowledge of the Constitution of the Republic of South Africa, Government Legislative Framework, Public Service Legislative and Policy Framework (PSA), Government Programs such as the National Development Plan, Outcome 12, Key Strategic Priorities of Government, Sound understanding of operations management. Managerial Skills: Decision Making, written and verbal communication, Stakeholder Management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, financial management, Confidentiality, Human Resource Management, Research, Change management, Project and program. Technical Skills: Understanding of Operations Strategy and Design, Understanding of KHAEDU, Understanding of Organisational Functionality Assessment, Understanding of Productivity Measurements, Understanding of Service Delivery Mechanisms and Understanding of Business Process Management and Modernisation. Generic Skills: Problem Solving, Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy, Conflict management and Teamwork.

**DUTIES** : Manage and ensure the development and implementation of policies, norms and standards, processes systems for Operations Strategy and Design. Monitor and report on compliance by national and provincial departments with the Operations Strategy and Design building blocks. Conduct evaluation and impact studies as required. Manage and ensure the development and implementation of policies, norms and standards, processes systems for Service Delivery Mechanisms. Manage and ensure the development and implementation of policies, norms and standards, processes systems for Productivity and Capability Measurements. Manage and ensure the development and implementation of policies, norms and standards, processes systems on Institutional Assessments. Provide information, advice and support to the MPSA, Cabinet, Portfolio Committee and internal and external stakeholders. Manage all the operations, systems and processes of the Chief Directorate.

**ENQUIRIES** : Dr. Patrick Sokhela Tel No: (012) 336 1280.  
**APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed to Advert052026@dpsa.gov.za

**POST 17/106** : **CHIEF DIRECTOR: SERVICE DELIVERY IMPROVEMENT, CITIZEN RELATIONS AND PUBLIC PARTICIPATION REF NO: DPSA 06/2026**

**SALARY** : R1 494 900 per annum (Level 14), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 787 328 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

**CENTRE REQUIREMENTS** : Pretoria.  
: A minimum qualification at NQF level 7 in Public Administration/ Public Management/ Business Studies or related qualification. Minimum of 5 years at a senior management level. Minimum of 10 years' appropriate experience at management level in Service Delivery environment. Knowledge of the Constitution of the Republic of South Africa, Government Legislative Framework, Public Service Legislative and Policy Framework, Government Programs such as the National Development Plan, Outcome 12, Key Strategic Priorities of Government and Sound understanding of operations management. Managerial Skills: Decision Making, written and verbal communication, Stakeholder Management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, financial management, Human Resource Management, Research, Change management, Project and program. Technical Skills: Change management theory and practice, Citizen relations theory and practice, Public Participation and Intergovernmental Relations. Generic Skills: Problem Solving, Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy, Conflict management and Teamwork.

**DUTIES** : Manage and ensure the development of Citizen Relations and Public Participation. Manage and ensure the development of prescripts for Service Delivery Improvement and Assessment. Technical advice, support and capacity building provided to support implementation by national and provincial departments. Manage and ensure development of Prescripts for Batho Pele and Change Management. Manage all the operations, systems and process of the Chief Directorate. Information advice and support provided to the MPSA, Cabinet, Parliament and other internal and external shareholders. Participate in transverse task/projects teams and work groups as required or nominated.

**ENQUIRIES APPLICATIONS** : Dr. Patrick Sokhela Tel No: (012) 336 1280  
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