

## 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.*



- APPLICATION** : 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.
- CLOSING DATE** : 09 December 2024
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts shall undertake two pre-entry assessments (Practical exercise and Integrity (Ethical Conduct) Assessment; and suitable candidates identified by the selection panel must undergo a competency assessment; and personnel suitability checks on criminal records, citizen verification, financial records, qualification verification. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.
- MANAGEMENT ECHELON**
- POST 43/24** : **DEPUTY DIRECTOR–GENERAL: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO:09\2024**
- SALARY** : R1 741 770 per annum (level 15), The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria.  
Qualifications: A minimum qualification at NQF level 8 in Human Resource Management / Human Resource Development / Industrial and Organisational Psychology / relevant qualification in Public Management / Social Science. Experience: A minimum of 8 years' experience at a senior managerial level and a minimum of 10 years appropriate experience at a senior management in Human Resource Management, Human Resource Development Leadership Development, Transformation and Workplace and Environment Management and Employee Health and Wellness at a Senior Management Level. Knowledge: Knowledge of the Constitution, Government Legislative Framework. Public Service legislative and policy framework, Government Programmes such as the National Development Plan, Outcome 12. Key Strategic Priorities of Government. Intergovernmental relations Skills: Problem Solving, Decision-making, diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation report writing, computer literacy and conflict management., interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Public policy analysis, Research, Human Resources Management and Development, Labour Law, Labour Relations, Economics, Collective Bargaining, Employment conditions, Strategic thinking and leadership, Programme and project management, financial management, change management, and people management and empowerment.
- DUTIES** : Manage and oversee the conducting of research to develop and review prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) for the Public Service in the areas of Human Resources Planning, Employment Management, Performance Management, Human Resources Development, Transformation (Gender, Youth and Persons with disabilities) and Workplace Environment Management. Manage and oversee implementation of the Professionalisation Program in line with the Public Service

Professionalisation Framework. Manage and oversee the provision of technical support, advise and policy implementation support to National and Provincial departments Manage and oversee policy implementation and compliance monitoring as well as related evaluations and impact studies. Manage all the operations, systems, and process of the Branch which include human resource, financial, procurement and risk management. Develop and implement the Branch Strategic, Annual and Operational Plans. Manage performance against these plans and submit the related monthly, quarterly, and annual reports. Provide information, advice, and support to the Minister, Director-General, Cabinet Parliament and other external stakeholders. Participate in transversal task/project teams and work groups as required or nominated.

**ENQUIRIES** : Mr. Mpho Leshabane Tel No: (012) 336 1372.  
**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. E-mail your application to [Advertisement10@dpsa.gov.za](mailto:Advertisement10@dpsa.gov.za).

**POST 43/25** : **DEPUTY DIRECTOR-GENERAL: NEGOTIATIONS, LABOUR RELATIONS, AND REMUNERATION MANAGEMENT REF NO:10\2024**

**SALARY** : R1 741 770 per annum (level 15), The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

**CENTRE** : Pretoria.  
**REQUIREMENTS** : A minimum qualification at NQF level 8 in Labour Relations, Economics/ Industrial and Organisational Psychology/Labour Law qualification or related qualification. Experience: A minimum of 8 years' experience at a senior managerial level and a minimum of 10 years appropriate experience at a senior management in Negotiations/ Labour Relations/ Remuneration Management at a Senior Management Level. Knowledge: Knowledge of the Constitution, Government Legislative Framework. Public Service legislative framework, Government Programmes such as the National Development Pan, Outcome 12. Key Strategic Priorities of Government. Intergovernmental relations Skills: Decision-making, Problem solving, Stakeholder management and coordination, diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment.

**DUTIES** : Manage and oversee the conducting of research to develop and review prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) for the Public Service in the areas of Remuneration, Organisational Development, Job Grading, Post Provisioning, Macro-Organisation of the State, Labour Relations and Dispute Management. Manage and oversee Collective Bargaining in the Public Service Coordination and General Public Service Sectoral Bargaining Councils and the implementation of related resolutions. Manage and oversee the implementation of the Government Employee Housing Scheme (GEHS). Manage and oversee the provision of technical support, advise and policy implementation support to National and Provincial departments Manage and oversee policy implementation and compliance monitoring as well as related evaluations and impact studies. Manage all the operations, systems, and process of the Branch which include human resource, financial, procurement and risk management. Develop and implement the Branch Strategic, Annual and Operational Plans. Manage performance against these plans and submit the related monthly, quarterly, and annual reports. Provide information, advice, and support to the Minister, Director-General, Cabinet Parliament and other external stakeholders. Participate in transversal task/project teams and work groups as required or nominated.

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**POST 43/26** : **DIRECTOR: INFORMATION MANAGEMENT REF NO:11\2024**

**SALARY** : R1 216 824 per annum (level 13), The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

**CENTRE** : Pretoria.  
**REQUIREMENTS** : A Senior Certificate, an appropriate B. Degree in Data Science, Information Management, Information Science, Information Technology, Information Systems, Computer Science,

mathematical sciences or equivalent qualification at NQF 7. A certificate in any of the DAMA areas is highly recommended or a certificate in information management and or TOGAF. A pre-entry certificate for SMS must be completed before an appointment can be considered. Minimum of 5 years at a Middle/Senior Management level. At least a minimum 8 years' appropriate experience in Data and or Information Management and or information architecture environment. Sound 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, Key Strategic priorities of Government and sound understanding of operations management. Technical Skills: Policy Development, Information Architecture, Data Analysis, Data Mining, Data and or Information Archival theory and practice. Managerial Skills: Planning for data and or information acquisition/ collection, strategies and or approached to ensure data quality, metadata management. Knowledge of Data Management Body of Knowledge (DAMA-DMBOK), Using data for decision making and planning (inclusive of policy development), development of best practice data and or management practices and procedures for an organization. Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, teamwork, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

**DUTIES** : Manage the development of framework(s), norms and standards for effective and efficient management of data and or information in the Public Service. Manage the provision of support towards the implementation of the data/ information management framework(s), norms and standards in the Public Service. Manage awareness creation towards data and or information management in the Public Service. Manage and monitor implementation as well as compliance to the framework(s), norms and standards. Manage all the Operations, System and Processes of the Directorate.

**ENQUIRIES** : Mr. Mandla NgcoboTel No: (012) 336 1421  
**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. E-mail your application to [Advertisement112024@dpsa.gov.za](mailto:Advertisement112024@dpsa.gov.za).

#### **OTHER POSTS**

**POST 43/27** : **ASSISTANT DIRECTOR: INTERNAL LABOUR RELATIONS REF NO: DPSA 12/2024**

**SALARY** : R444 036 per annum (Level 9). Annual progression up to a maximum salary of R523 056 is possible, subject to satisfactory performance.

**CENTRE** : Pretoria.  
**REQUIREMENTS** : A minimum qualification at NQF Level 6 in Labour Relations. A minimum of 3 years' experience required within the Labour Relations environment. knowledge of the Disciplinary Code and Procedures, Grievance Procedures, Mediation and Arbitration process and procedures, Computer Literacy, Public Service legislation and Resolutions and, policies. Training on Disciplinary Code and Procedures and Introduction to Persal Training. Generic Skills: Conflict resolution, organising and planning, good verbal and written communication, report writing, Interpretation and application of legislation, policies, resolutions and regulations. Programme and Project Management, Listening skills. Attributes: Responsible and honest, ability to work under minimum supervision, ability to work under pressure, , good interpersonal relations skills innovative and proactive.

**DUTIES** : Facilitate misconduct cases lodged within the department. Facilitate the appointment of Investigating Officers for misconduct cases, Initiators and Chairpersons for disciplinary hearings. Conduct investigations on misconducts and compile reports with recommendations. Prepare charge sheets where there are grounds to charge. Represent the employer during disciplinary hearings, ensure that sanctions are implemented and inform relevant stakeholders for implementation (e.g. finance, conditions of service section) and communicate the outcomes of the disciplinary hearings and appeals outcomes to employees/managers. Provide advice and on labour relations matters to management. Identify gaps and advise on training required to managers and supervisors. Coordinate workshops on Labour Relations processes and advice managers, supervisors and employees on management of discipline in the workplace. Investigate grievances received and prepare reports with recommendations on conclusion. Generate submissions communicating the outcomes of grievance investigations to management. Advise employees on grievance process. Handle dispute cases effectively. Monitor filing of all notices received for disputes. Monitor the receipt of referral forms and notices of conciliation and arbitration if they are properly served to the Department. Draft submissions to request mandate of employer representative on disputes. Provide Collective Bargaining support and general support on compliance for reporting to stakeholders including (i) DBC support: represent the Department at the Departmental Bargaining Chamber (DBC), ensure frequency of meetings and employer's availability, take minutes during the bilateral meetings

and ensure that inputs are addressed accordingly. (ii) Reporting on all compliance matters. Generate Labour Relations reports to OPSC and DPSA. Generate monthly and quarterly reports of the sub-directorate, ensure that all grievances, misconducts and dispute cases are captured on Persal and updated. Manage and update Labour Relations database.

**ENQUIRIES  
APPLICATIONS**

: Ms. Bontle Boikanyo Tel No: (012) 336 1172.  
: 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. E-mail your application to [Advertisement122024@dpsa.gov.za](mailto:Advertisement122024@dpsa.gov.za)

**POST 43/28**

: **ADMINISTRATOR: NEGOTIATIONS, LABOUR RELATIONS AND DISPUTE MANAGEMENT  
REF NO: DPSA 13/2024**

**SALARY**

: R255 450 per annum (Level 06). Annual progression up to a maximum salary of R300 912 per annum is possible subject to satisfactory performance.

**CENTRE  
REQUIREMENTS**

: Pretoria.  
: A minimum qualification at NQF level 5 in Secretarial / Office Management / Office Administration / Business Administration. 1-2 years' experience in office administration. Knowledge of Public Service Regulatory Framework. Knowledge of office administration. Knowledge of Office Equipment (Fax, Photocopiers, automated telephone system, etc.). Generic skills: Client orientation and customer focus, Problem Solving, Interpersonal, Facilitation, Writing Skills and Computer Literacy. Technical skills: Report writing, Telephone etiquette, good understanding of MS Office, Word, Excel, Outlook and PowerPoint and Communication

**DUTIES**

: Manage the diary. Schedule and prioritise appointments, remind manager(s) of engagements. Provide a front office support service. Receive, welcome and attend to visitors and guests, screen telephone calls, and handle queries. Provide office administration support service. File documents. Order stationery and office equipment, administer leave register and salary reports, type documents. Coordinate unit meetings and serve as secretariat, fax and photocopy documents, draft standard responses, and manage correspondence. Provide support regarding the execution of projects. Coordinate the drafting of guest list and invites, send out invites and administer responses from invitees, book venues and accommodation, administer attendance register, package documents, compile memorabilia, take minutes. Provide logistical support service. Coordinate travel and accommodation arrangements, liaise with travel agencies, compile itineraries, administer S&T claims, make bookings for venues and arrange for catering services. Administer unit budget. Request and collate inputs for the budget. Project cash flow and draft expenditure reports.

**ENQUIRIES  
APPLICATIONS**

: Mr. Mompoti Galorale Tel No: (012) 336 1117.  
: 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. E-mail your application to [Advertisement132024@dpsa.gov.za](mailto:Advertisement132024@dpsa.gov.za)