

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 ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria, for attention Ms A West.

CLOSING DATE : 2 May 2017, 15h45.

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 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. Please take note that faxed, E-mailed and late applications will not be accepted. 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 shortlisted 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 panel 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.

POST : **CHIEF DIRECTOR: LEADERSHIP AND HUMAN RESOURCE REVIEWS REF: CD: LHRR/03/2017 THIS IS A RE-ADVERTISEMENT. CANDIDATES WHO PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY.**

SALARY : All-inclusive remuneration package of R 1 042 500 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 : **HEAD OFFICE, PRETORIA**

REQUIREMENTS : The Public Service Commission requires the services of a technically experienced person to support it to fulfil its constitutional mandate and for this purpose she/he should have

- An under graduate qualification (New NQF Level 7) with majors in any of the following: Human Resource Management, Personnel Management, Industrial Psychology, Leadership Management, Public Management or Public Administration.
- A Post graduate qualification (New NQF level 8 and above) with courses relevant to the area of human resources management, leadership management, public management and public administration, will be an added advantage
- A minimum of 5 years' experience at a senior management level
- Knowledge in the area of HRM, leadership management and development, and public sector management and administration.
- Knowledge of Public Service prescripts and proven experience in policy analysis and review.
- Minimum of 5 years experience in applied strong research and research supervision skills in the areas of HRM, leadership, public administration, organisational development and related fields.
- At least 5 years' experience in monitoring and evaluation in the public sector
- Analytical and report-writing skills.
- Excellent verbal and written communication skills, as well as the ability to interact with members of Commission at a conceptual level.
- Presentation skills.
- At least 5 years experience in programme / project management.
- Minimum of 5 years financial management and human resource management.
- Computer literate in MS Office and a valid driver's licence.

DUTIES Manage and strategically direct in-house processes in connecting applied research, advocacy programmes and to monitor and evaluate the institutional application of leadership and management practices, including the management of career incidents of HODs within a developmental Public

Service with a view to advise the Commission on matters impacting on the ability of Departments to deliver effective and efficient services. • Manage and strategically direct in-house processes to develop and review instruments and to monitor and evaluate the application of prescribed human resource management practices and organisational development within the Public Service with a view to identify barriers impacting on service delivery/value for money/compliance issues and to advise the Commission accordingly • Support the Commission in preparing reports with recommendations to the Executive and Parliament • Ensure that the performance targets of the component are achieved • Manage resources efficiently and effectively in accordance with Public Service policies and prescripts

ENQUIRIES : MS KG SEDIBE
TEL: : (012) 352 1206