

## 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.*

- 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 your application to: Advertisement082024@dpsa.gov.za
- CLOSING DATE** : 02 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). Personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. 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.

## OTHER POST

- POST 42/24** : **DEPUTY DIRECTOR: INNOVATION REF NO: DPSA 08/2024**
- SALARY** : R849 702 per annum (Level 11), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 000 908 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria.
- REQUIREMENTS** : A Senior Certificate, a minimum qualification at NQF level 7 in Information Management / Information Science / Knowledge Management / Public Management / Social Science / Public Administration, or any related qualification (at least a B. Degree at NQF level 7 qualification) as recognised by SAQA. Minimum of three (3) years at the middle management level. Minimum five (5) years' experience in innovation implementation and policy development. 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 and the ability to travel when required. Managerial skills: Decision-making, problem solving, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, analytical skills, teamwork, confidentiality, financial management, human resource management, change management, and project and programme management Diversity management, communication, and information management Interpersonal relations, facilitation, presentation, report writing, computer literacy, conflict management, research. Technical skills: policy development, knowledge management, innovation, monitoring and evaluation, and program and project management.

**DUTIES**

: Develop innovation prescripts (policies; norms and standards; directives; circulars; frameworks and guidelines) for the public service. Support the implementation of innovation prescripts by National and Provincial Departments through the provision of technical advice, support and capacity building. Render advice and review prescripts (policies; norms and standards; directives; circulars; frameworks and guidelines) pertaining to innovation. Develop and implement systems for data collection and analysis. Monitor implementation of innovation prescripts, compliance and undertake evaluation and impact assessments. Develop and implement all the operations, systems, and processes of Sub-Directorate: Innovation.

**ENQUIRIES**

: Ms. Vuyokazi Jezile Tel No: (012) 336 1214