

## 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** : 22 July 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 submit 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 will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) 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. The department reserves the right not to fill the post(s). 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-entry-programme/>.

## MANAGEMENT ECHELON

- POST 24/13** : **DIRECTOR: ADVISORY SERVICES REF NO: DPSA 01/2024**
- SALARY** : R1 216 824 per annum (Level 13), An all-inclusive remuneration package. 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
- : A minimum qualification at NQF Level 7 in law, a Bachelor of Laws (LLB) or a Bachelor of Procuratoris (B Proc). A pre-entry certificate for SMS must be completed before an appointment can be considered. Admission as an attorney/advocate. Relevant experience in a legal environment and a minimum of 5 years' experience at a Middle / Senior management level. 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. Knowledge of litigation processes (e.g. dealing with claims for and against the Department) and processing of international agreements, service level

agreements, Presidents Minutes and Proclamations. Knowledge of public administration and labour-related legislation, drafting conventions applicable in South Africa and legislative processes. Skills: 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 provision of appropriate legal advice or opinions; scrutinise, draft and edit documents with legal implications as required; provide guidance on policy development and prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) for the department in line with the national policies/frameworks and the legislation administered by the Minister, as required. Manage the implementation of PAJA, POPIA and PAIA, which involves interventions undertaken to advocate and implement PAJA, POPIA and PAIA within the department, managing PAIA requests in accordance with relevant prescripts and managing reports in respect of PAIA timeously. Capacity building provided and or/contributions made to the development of capacity development programmes in the Department on PAJA, POPIA and PAIA. Represent the Minister, Director-General and Department in litigation matters. Ensure compliance with required processes and time frames for specific processes and the Litigation Protocol for Legal Services. Manage all the operations, systems and processes of the Directorate. Provide information, advice and support to internal stakeholders. Ensure all audit findings are addressed by the due date. Ensure the Directorate budget is completed and submitted by the stipulated due date. Ensure effective and efficient management of the budget achieved and maintained. Attendance of management structures of the Department and any other meetings as directed and participate in transversal task/project teams and committees as required and/or nominated. Manage that the performance agreements, probation reports, mid-year and annual reports are submitted by the stipulated due dates.

**ENQUIRIES**

: Ms. Renisha Naidoo Tel No: (012) 336 1006.  
E-mail your application to [Advertisement012024@dpsa.gov.za](mailto:Advertisement012024@dpsa.gov.za)