

Degree qualification (NQF level 7) in the field of Public Management/ Administration, Human Resource Management/Labour Relations/Law/Labour Law, Industrial and Organisation Psychology or Monitoring and Evaluation. A relevant NQF level 8 and above qualification will serve as an added advantage. Five (5) years' relevant experience at a middle/senior managerial level with specific focus on either of the following: Monitoring and Evaluation, Investigations, Integrity and Anti-corruption, Research or Labour Relations. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) should be submitted prior to appointment. Proficiency in collecting and analysing data on the Public Service performance indicators. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Skills: Ability to plan and coordinate activities at executive level. Proficiency in the interpretation and application of prescripts Communication. Conflict Management and Mediation. Stakeholder engagement and management. People Management and Empowerment. Financial management. Report-writing. Research. Data Analysis. Project management. Change management. Strategic capability and leadership. Computer literacy (Microsoft Office Suite). A Valid Driver's License. (with exception of disabled applicants).

DUTIES : Manage, lead and provide effective support in the area of Leadership and Management Practices. Manage, lead and provide effective support in the area of Monitoring and Evaluation and Research. Manage, lead and provide effective support in the area of Integrity and Anti- Corruption. Provide strategic support to the Office and Provincially based Commissioner in the execution of the mandate of the PSC. Provide corporate service support to the Provincial Office.

ENQUIRIES : Mr M Malatsi Tel No: (012) 352 1073

OTHER POSTS

POST 04/130 : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AND KNOWLEGDE MANAGEMENT REF NO: DD/IT&KM/01/2026**

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package). The package includes a basic salary (75%/76% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 25% 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 REQUIREMENTS : Public Service Commission House, Pretoria
: Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor's degree/Bachelor of Technology degree NQF level 7 majoring in the field of Information Technology. 3-4 years' experience at an Assistant Director or equivalent level (for people outside government) in the area of software design and SharePoint administration. SharePoint Certificate is important and Project Management Certificate (e.g. PMBOK, PRINCCE2). Experience in system development. Knowledge of Public Service Regulatory framework and application thereof. Knowledge in the area of Information Technology and Communications. Knowledge in monitoring and assessment in the public sector/service. Skills: Analytical and report writing. Good verbal and communication skills. Project management and coordination. Financial management. Computer literacy (Microsoft Office Suite). Must possess a valid driver's license (with exception to people with disabilities).

DUTIES : Manage and facilitate infrastructure and operational support services. Manage and provide Microsoft Sharepoint systems development and administration. Manage and provide cloud security services and administration. Provide support for information and knowledge management processes. Provide support for IT governance risk and compliance services. Manage human and financial resources.

ENQUIRIES : Mr SH Katz Tel No: (012) 352-1001

POST 04/131 : **ASSISTANT DIRECTOR: LEGAL SUPPORT REF NO: ASD/LS/01/2026**

SALARY : R468 459 per annum (Level 09)
CENTRE : Public Service Commission House, Pretoria

REQUIREMENTS : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor's degree/Bachelor Proc /Law/Advance Law degree NQF level 7. 3 years' relevant experience in legal research, legal drafting, legal practice and legislative drafting. Admission as an attorney/advocate will be an added advantage). Knowledge of the following legislation and prescripts: The Constitution, Public Service Act, Public Administration Management Act, Public Service Commission Act, The Promotion of Administrative Justice Act, Public Finance Management Act, Public Service Regulations, National Treasury Regulations, Supply Chain Management prescripts. Skills: Ability to conduct investigations in respect of personnel and public administration practices. Ability to analyse, interpret and apply legislation, information, policies. Ability to function independently or as part of a team. Ability to work under pressure. Well organized. Knowledge of project management principles. Strategic planning. Coordination. Financial and Human Resource management. Ability to analyse financial reports. Ability to analyse the procurement process in the Public Service. Good written and verbal communication with specific reference to: conducting interviews, making presentations, writing reports, submissions and memorandums. Computer literacy (Microsoft office Suite). Good proficiency in English and other languages. Research and analytical. Team player and interpersonal relations. Ability to communicate potential legal risks. Time management. Legislative drafting. Attention to detail and correctness. Multi tasked. Adaptive, enthusiastic and respectful. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. Must possess a valid driver's license (with exception to people with disabilities).

DUTIES : Conducting legal research. Draft legal opinions and provide legal support services. Provide legal administration support. Provide office support.

ENQUIRIES : Adv. S Makinde Tel No: (012) 352-1188

POST 04/132 : **STATE ADMINISTRATION OFFICER: LEGAL SUPPORT REF NO: SAO/LS/01/2026**

SALARY : R325 101 per annum (Level 07)
CENTRE : Public Service Commission House, Pretoria

REQUIREMENTS : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma / Bachelor's degree in Social Sciences / Public Administration / Public Management and Human Resource Management. 1-2 years' relevant experience in Office Administration and Management. Knowledge of the public service regulatory framework and the application thereof. Skills: Telephone etiquette. Office etiquette. Research. Office Administration. Good stakeholder liaison. Interpersonal and communications (verbal and written). Planning, coordinating and organizing. Ability to work independently and efficiently under pressure. Approachable/friendly personality. Dedicated, loyal, reliable, honest and sense of responsibility. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. Advance computer literacy (Microsoft Office Suite). Must possess a valid driver's license (with exception to people with disabilities).

DUTIES : Render Administrative Support service to Directorate: Litigation and Legal Services. Provide Secretarial and Personal Assistance services to the Directorate: Litigation and Legal Services. Conduct research and coordinate information for the Directorate. General Support to the Public Service Commission.

ENQUIRIES : Adv. S Makinde Tel No: (012) 352-1188