

**DPSA Support Services Assistant Director Vacancies Requirements:-**

An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A minimum of 3 years relevant experience in a general support services working environment; A valid code B (or higher code) driving licence. Recommendation: Must be willing to work irregular hours and meet tight deadlines. Competencies: Knowledge of the following: The Occupational Health and Safety Act (Act 85 of 1993), regulations and the implementation thereof; The Government Immovable Asset Management Act (Act 19 of 2007); The Government Motor Transport prescripts, policies and circulars; The Western Cape Government (WCG) Office Administration Accommodation procedures; The Public Finance Management Act (Act I of 1999) and National and Provincial Treasury Regulations; Human Resource Management legislation, regulations, prescripts, policies, collective agreements, guidelines, delegations, standards, procedures and best practices in the Public Sector; Telecommunications. Skills: Communication (written and verbal); Computer literacy in MS Office (Word, Access, PowerPoint and Excel); Managerial; Dispute, conflict resolution and problem-solving. Ability to work within specific timeframes and communicate well with people at different levels and from different backgrounds.