ANNEXURE D

DEPARTMENT OF ENERGY

APPLICATIONS: The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to, Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION: Mr. D Mbokota/ Mr P Ndlovu

NOTE: Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 04/18: CHIEF DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT

SALARY: R 1 042 500 per annum (all-inclusive package), Level 14

CENTRE: Head Office, Pretoria


SOE: Provide financial Guidance
**DUTIES**: Manage the functions of the Chief Directorate: Finance and Supply Chain Management, Expenditure Management, Financial Planning and Management Accounting as well as Supply Chain Management. Financial Accounting and Reporting. Internal Control. Manage fraud losses and Asset Management. Give operational direction and guidance with respect to financial and Supply Chain Management. Support the Director-General, Chief Financial Officer and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and Treasury Regulations. Liaise with the relevant role-players in the financial environment regarding transversal financial matters, and manage the internal and external audits. Ensure effective and efficient financial management/administration by collaborating in the development of training programmes. Manage the Chief Directorate.

**ENQUIRIES**: Ms Y Chetty 012 406 7641

**CLOSING DATE**: 05 February 2016

**NOTE**: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job; some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.

**OTHER POSTS**

**POST 04/19**: DEPUTY DIRECTOR: ENERGY ADVISORY SERVICES

**SALARY**: R674 979 per annum (all-inclusive package), Level 12

**CENTRE**: Head Office


**DUTIES**: KRA’s: Manage the process of developing and monitoring the establishment of IEC in nodal areas. Manage stakeholder’s relationships to ensure maximum participation and support to the IEC programme. Ensure that the fund raising activities are organised in order to establish Small Medium Micro Enterprise (SMM) as part of the IEC rollout Programme. Ensure participation in external forums such as integrated Sustainable Rural Development Programme (ISRDP), Multi-Purpose Community Centres (MPCCs), Integrated Development Plans (IDPs) and IEC. Manage the development and implementation and implementation of educational programmes and campaigns to inform communities about energy related issues. Supervise and develop staff

**ENQUIRIES**: Ms E Marabwa 012 406 7620

**CLOSING DATE**: 12 February 2016

**POST 04/20**: DEPUTY DIRECTOR: INFORMATION SYSTEMS AUDITS

**SALARY**: R569 538 per annum (all-inclusive package) Level 11

**CENTRE**: Head Office, Pretoria

**REQUIREMENTS**: A National Diploma/ B Com degree in Internal Auditing with credible experience in the IT audit field, with at least 3-5 years’ experience at management level. Knowledge of IIA Standards. ISACA Standards. Generally Accepted Auditing Standards. PFMA, Laws and Policies. COBIT. COSO Framework, KING II Thinking Demand. Analytical: to be able to analyse and evaluate information given by the client and IT systems for reasonable and correctness. For example,
management responses on the audit report, reports generated by the systems.

Problem solving: to resolve problems for the sake of production and promote good relationship with clients, colleagues and/or management


**DUTIES**

- Manage the activities of the Sub-directorate: Review the department Risk Register for identification of auditable areas. Compile the Annual Audit Plan with regard to ICT Audits. Planning audit projects to ensure adequate coverage. Execution of audit projects to ensure compliance and adequacy of documentation. Preparing of audit reports on audit findings and making recommendations with regard to controls risks and governance issues. Discuss the audit report with management and the Audit Committee. Planning, execution and reporting on follow-up audits to determine if agreed management action plans have been implemented with regards to internal and external (Auditor-General) audit reports. Provide operational leadership: Assign operational responsibility to staff. Delegate and empower officials to improve their contribution. Facilitate goal setting and problem solving Monitor the progress of audit projects in line with the project plan and report to the Director: Audit Services. Provide professional and technical guidance to staff on audit Assignments. Identify internal processes improvement e.g. updating the methodology. Provide advice and guidance on control of risk and governance systems.

**ENQUIRIES**

Mr M Figaret 012406 7766

**CLOSING DATE**

12 February 2016

**POST 04/21**

**ASSISTANT DIRECTOR: NUCLEAR LIABILITIES MANAGEMENT**

**SALARY**

R361 659 per annum (all-Inclusive Package), Level 10

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A / Degree in Nuclear Sciences (major in physical sciences and Chemistry) 3-5 years technical experience in the field of nuclear energy Knowledge of Nuclear policy and legislation. Nuclear Energy in General. Government processes. Knowledge of common approaches to legislative aspects of nuclear liabilities as well as international undertakings in the area. Knowledge of programme and project management techniques. Thinking Demand. Demonstrated sound judgment in applying professional expertise to identify problems and contribute to their solution. Ability to analyse information, including the ability to understand complex problems and draw appropriate conclusions. Possesses and applies knowledge of the decommissioning programme, strategies, and approaches, and keeps abreast of new developments in the area of profession. Commitment to the DoE’s strategy and the ability to apply organizational policies and procedures. Ability to focus on results in programme/ project planning, monitoring and implementation, to integrate new approaches and innovations. Skills: Communication skills. Computer skills. Report writing. Listening and interpretation. Analytical skills. Basic research skills. Organising, co-ordinating and planning skills. Problem solving skills. Personal Attributes. Willing to learn. Take initiative and run with projects. Act confidently in all aspect of work. Able to work under pressure. Dedication and self-motivation. Must be able to make decisions and prioritize. Ability to build collaborative partnerships with other relevant stakeholders in the same area. Ability to work as a team player in multicultural/multidisciplinary environment with respect and sensitivity for diversity.

**DUTIES**

- Monitor the decommissioning projects to ensure compliance with the relevant policies and strategies by assessing: decommissioning and Decontamination (D&D) Annual Plan of Action submitted by Necsa for approval of funds. D&D Annual Report and its supporting independent expert report submitted by Necsa to account for the use of funds; and draft submissions thereof. D&D Re-assessment Report and its supporting independent expert report submitted by Necsa to account for the use of funds and progress on projects:- review of the assumptions made in the model; appropriateness of the model used; review of the values of the variables used in the model; and- adjustments due to liabilities discharged in previous years (based on the financial audit report). Radio Active
Annual Plan of Action submitted by Nuclear Operators for approval by DoE Minister. Ensure that the decommissioning programme is in line with an appropriate nuclear liability management framework. Analysis and provide inputs on the Decommissioning plans. Provide inputs on the drafting of the guidelines that are consistent with the relevant legislation to ensure that decommissioning of projects are conducted efficiently and effectively. Contribute to drafting/maintaining the national policy and related strategies for nuclear liabilities management. Collect and disseminate information on how the methodologies, technologies and good practices for management of nuclear liabilities impact on our legislation. Analyze of studies relating to nuclear liabilities management policies. Analyze of nuclear liabilities management strategies and plan together with the relevant stakeholders; and Provide inputs to the regulations related to nuclear liabilities management. Contribute to drafting/maintaining the national policy and related strategies for nuclear liabilities management. Collect and disseminate information on how the methodologies, technologies and good practices for management of nuclear liabilities impact on our legislation. Analyze of studies relating to nuclear liabilities management policies. Analyze of nuclear liabilities management strategies and plan together with the relevant stakeholders; and Provide inputs to the regulations related to nuclear liabilities management. Conduct studies in order to manage nuclear liabilities management with regards to: Radioactive waste management (pre-disposal and disposal. Decommissioning of nuclear installations. Environmental remediation of contaminated sites. Financial indemnification arrangements for third parties in the event of a nuclear or radiation accident in view of the damage and injury which may arise from an accident; an International recommendations and guidance on nuclear liabilities management with a view to addressing South Africa’s specific needs. Oversee secretariat services to the Sub directorate Nuclear Liabilities Management: Invite relevant stakeholders; Draft agenda; Draft meeting presentations; Compile meeting documents; Compile minutes and submissions; and Compile feedback from stakeholders on the implementation of the legislation related to nuclear liabilities management. Supervise and develop staff.

**ENQUIRIES**: Mr ThabisoPie 012 406 7504

**CLOSING DATE**: 12 February 2016

**POST 04/22**: CHIEF SECURITY OFFICER

**SALARY**: R196 278 per annum, Level 7

**CENTRE**: Head Office, Pretoria

**REQUIREMENTS**: A Senior certificate and Grade A PSIRA certificate, plus 5 years in security of which 3 years experience must be a Security Supervisory, 2 years’ experience in security operation and administration. Applicants must be in position of valid driver’s licence and willing to drive extensively. PLUS the following key competencies Knowledge of: Security legislation, policies and procedures. Access control Procedures. Safety precautions. Security Registers. Knowledge of the Control Room Procedure (CCTV Surveillance Systems) Thinking Demand: Innovative and Pro-Active thinking. Analytical mind Skills Problem solving skills. Basic computer skills. Supervisory skills. Personal Attributes: Discipline. Self Confidence. High Level of Integrity. Tact and interpersonal relation. Ability to work under pressure. Recommendation: Applicants must be in position of valid driver’s licence and willing to drive extensively

**DUTIES**: Monitor the use and safekeeping of Departmental Key. Ensure that access control to the Department is maintained. Ensure that maintenance and repair to the building is maintained. Ensure that finger print readers to access various floors are fully functional, if not make sure that technicians are always on standby so that no major disruptions are encountered. Oversee / execute investigations and compile reports. Administer safe keeping of the visitors firearms. Oversee monitor security breaches/incidents and ensure proper reporting thereof. Advice Departmental officials with regards to office security and any other issues related to security. Oversee inspections for security, health, safety risks, unauthorized removal of equipments, documents and stores from building or premises in the building. Supervise and develop staff. Ensure compilation of Duty roster for security personnel. Compile and allocate security personnel by drafting the duty roster for security personnel.

**ENQUIRIES**: Mr M.S Mashala 012 406 7595

**CLOSING DATE**: 12 February 2016
POST 04/23 : ADMINISTRATION CLERK (LICENSE ADMINISTRATION SUPPORT)

SALARY : R132 399 per annum, Level 5
CENTRE : Head Office

DUTIES : Keep track of all incoming and outgoing documents and do filing. Maintain the Head Office database of all files from and regions. Conduct Regional visits to assist with backlogs as and when required Check completeness and adherence to timeframes of application files received from Regional Office.

ENQUIRIES : Ms M Matjila 012 406 7371
CLOSING DATE : 12 February 2016