

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.
- FOR ATTENTION** : Ms M Malele
- CLOSING DATE** : 22 May 2017 @16h30
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. Candidates will be subjected to a security clearance up to the level of "Top Secret".

MANAGEMENT ECHELON

- POST 18/14** : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT**
- SALARY** : All-inclusive remuneration package of R1 299 501 per annum, Level 15
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA. A minimum of 8 years' experience at senior managerial level and proven experience in managing a wide range of strategic business operations. Knowledge of the Public Service Regulatory Framework; policy formulation process within Government; Business and Management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique; and monitoring and evaluation methods, tools and techniques. Demonstrable experience in working successfully under pressure, in a vibrant and high powered environment and in managing diverse and influential stakeholder relationships.
- DUTIES** : Provide efficient and effective leadership, management and administrative (operational) support services to the Principals and Branches of The Presidency. Assist The Presidency in the fulfilment of its mandate and responsibilities by managing all responsibilities as delegated by the Accounting Officer and the Executive Authority. Determine the strategic direction for all the relevant Chief Directorates and Directorates through alignment of the Branch goals to that of The Presidency's strategic objective. Provide strategic advice and leadership on rendering of the following services: Human Resource Management and Development, Protocol and Ceremonial Services, Events Management, Corporate Services, Internal Communication and Management Research, and Financial Management. Facilitate the building of strategic partnerships with stakeholders. Implement a corporate management governance framework aligned with relevant legislation and regulations to mitigate identified risks. Contribute to an effective leadership development culture and capacity building for The Presidency. Manage the administration of the Offices of the Director-General and the Chief Operations Officer – rendering strategic advice on all Supply Chain Management (SCM), Financial Management (FM), Facilities Management (FM), Security Management (SM) and Internal Audit (IA).
- ENQUIRIES** : Ms N Mshengu Tel no: (012) 300 5895