

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION
The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : For other relevant information and how to apply, please visit the Department's website (www.dirco.gov.za) – home page under links. Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 11 August 2017 - Applications received after the closing date will not be considered.
- NOTE** : Your application must include a duly completed and signed Z83 form, accompanied by a CV and certified copies of qualifications and Identity Document. Please forward your application to the e-mail address indicating at each post, quoting the reference number or post name in the subject line in order to receive an acknowledgement. Note: All appointments will be subject to a process of security clearance, reference checking and qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). We thank all applicants for their interest. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- Employees are hereby informed that for posts advertised, only employees who have completed the probation period, which is a satisfactory assessment for a period of 12 months in a position are eligible to apply. This would be applicable as at the closing date of the post. Please note that employees in missions due back at head office on 31 December 2017, as well as those who's return date was extended beyond 31 December 2017, are also eligible to apply.

MANAGEMENT ECHELON

- POST 31/18** : **DIRECTOR: MISSION ADMINISTRATION TRAINING REF NO: POST 30/21**
 Branch: Diplomatic Training, Research and Development
 Chief Directorate: Foreign Service Training and International School
 Directorate: Mission Administration Training
- SALARY** : R898 743 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract. (Salary level 13)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Bachelor's Degree or equivalent; A post graduate qualification will be an added advantage; 5 years' experience in middle/senior management (preferably in the training environment). NOTE: 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. Competencies: Understanding of South Africa's foreign policy; Strategic leadership and management skills; Innovation and creativity skills; Effective negotiating capability; Orientation to Public Service Awareness, ethical and professional behavior; Understanding of the training delivery process; Knowledge of applicable legislative frameworks related to the Public Service.
- DUTIES** : Manage the implementation of the Foreign Service Training Strategy; Conduct research on new developments in the area of training and develop appropriate programmes; Ensure that the Foreign Service training programmes are always in support of and responsive to the organisational needs; Ensure that all programmes offered meet the highest quality standards; Ensure that the directorate meets all its

performance standards; Monitor and assess training programmes effectiveness and report on them; Ensure compliance with accreditation standards for all training programmes

ENQUIRIES : Tamar de Villiers, Tel no: (012) 351 1761
APPLICATIONS : Please e-mail your application to directormat@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

POST 31/19 : **DIRECTOR: ENTERPRISE ARCHITECTURE REF NO: POST 30/22**
Branch: Corporate Management
Chief Directorate: Information and Communication Technology

SALARY : R898 743 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract. (Salary level 13)

CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a SAQA recognized NQF level 7 qualification in ICT or related field with at least 5 years relevant middle/senior management experience in the field of Enterprise Architecture, ICT Governance and Project Management. COBIT/ITIL and Project Management certificates. NOTE: 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. Competencies: Knowledge of Government Wide Enterprise Architecture (GWEA) and TOGAF; Knowledge of enterprise application integration; Project Management; Knowledge of ICT Governance Frameworks; Knowledge and understanding of relevant public service legislation; Extensive knowledge of SITA Act; Extensive understanding of application development.

DUTIES : Develop and drive Enterprise Architecture capability in order to ensure that all parties are sufficiently prepared for the ICT transformation required for both business and technical systems; Development of technical strategies and roadmaps for business solutions; Assess short term to long terms needs using structured methodology to establish enterprise systems priorities; consult with technical subject matter experts and develop alternative technical solutions; Identify options, risks, costs vs. benefits; Planning and execution of ICT projects; Ensure that ICT Governance is implemented; Perform project phase-out duties; Overall performance management of a Directorate and participate in corporate governance; Development and implementation of policies and procedures; Facilitate and lead discussions with cross-functional teams at multiple levels, across the business and Enterprise Systems to understand and influence the current business strategy and business processes.

ENQUIRIES : Ms L Dube-Ntsaluba, Tel no: (012) 301 8531
APPLICATIONS : Please e-mail your application to directorea@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

OTHER POSTS

POST 31/20 : **SPS/RMS/CMS ADMINISTRATOR REF NO: POST 30/23**

SALARY : R334 545 per annum - To provide SharePoint support services to the department.

CENTRE : Pretoria

REQUIREMENTS : Three years National Diploma/Degree in Information Technology or related field as recognized by SAQA; 3-5 years of experience within ICT environment of which two years is in SharePoint Development/Administration and Support;. The following will be an advantage: ITIL/CoBIT certificate; Content Management experience.

Competencies: Advanced Computer Skills; Facilitation and Presentation Skills; Report writing Skills; Troubleshooting Skills; Formal Training Skills; Client Orientation and Customer Focus; Communication Skills; Technical Networking Skills; Strong team player.

DUTIES : Install, configure, maintain, upgrade and manage a SharePoint Server; Configure all service applications like Search, Metadata and User Profile Synchronization etc.; Administer and maintain Microsoft SharePoint Portal Server, including daily monitoring, troubleshooting and performance analysis; Perform system administrative activities such as site creation, user training, backup, restore and issue resolution; Support the installation, configuration, security, operation, and maintenance of all web portal servers, equipment, and software related to SharePoint infrastructure; Provide technical support of InfoPath forms, including communicating the location of form libraries, their purpose and workflows; Create and maintain Content Database (maintenance of various logging databases in SQL Server).

ENQUIRIES APPLICATIONS : Ms L Modise Tel no: (012) 351 1214
: Please e-mail your application to sps@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

NOTE : The applicant must be willing to provide after-hours support when required

POST 31/21 : **3RD LINE EXCHANGE ADMINISTRATOR 2 POSTS REF NO: 30/24**
Branch: Corporate Management
Chief Directorate: Information and Communication Technology

SALARY : R334 545 per annum - To manage Microsoft Exchange platforms (server) to enhance departmental communication.

CENTRE REQUIREMENTS : Pretoria
: Three years National Diploma/Degree in Information Technology or related field as recognized by SAQA; 3-5 years of experience within Microsoft Exchange environment especially with messaging and directory services technologies, including: LDAP (Active Directory), DHCP, DNS, SMTP, Internet domain records, group policy management. The following will be an advantage: In-depth knowledge of Windows Server 2003 through 2012R2; ITIL Foundation certificate; Operational experience on Active Directory and SQL Database; MCSE Certificate. Competencies: Ability to work under pressure; Advanced Computer Skills; Troubleshooting Skills; Client Orientation and Customer Focus; Communication Skills; Technical Networking Skills; Problem solving and decision making; Strong team player

DUTIES : Provide technical support in the installation, administration and configuration of Microsoft Exchange on an ongoing basis; Provide Microsoft exchange infrastructure (server) technical support service to the department globally; Manage, support and troubleshoot Microsoft exchange server environment; Install, configure, troubleshoot, diagnose, and resolve problems related to Microsoft Exchange Servers; Troubleshoot and resolve message routing and outlook web access (OWA) problems globally; Implement and manage unified messaging role in the Microsoft Exchange; Create, replicate and assign rights of Public Folder(s); Monitor and manage day-to-day Outlook issues; Administration of mailboxes and Users account, server issues & Root Cause Analysis; Maintain system documentation, tune system performance and install system wide software updates; Maintains the confidentiality, integrity and accessibility of messaging Systems; Perform backup and restore procedures, front end / back end setups and message; Install, maintain, administer and configure Enterprise exchange servers of the department

ENQUIRIES APPLICATIONS : Ms L Modise Tel no: (012) 351 1214
: Please e-mail your application to tlea@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

NOTE : The applicant must be willing to provide afterhours support when required.

POST 31/22 : **APPLICATION SUPPORT ENGINEER 3 POSTS REF NO - POST 30/25**
Branch: Corporate Management
Chief Directorate: Information and Communication Technology

SALARY : R334 545 per annum - To provide day to day application support services to DIRCO environment.

CENTRE : Pretoria

REQUIREMENTS : Three years National Diploma/Degree in Information Technology or related field as recognized by SAQA; 3-5 years of experience within ICT environment of which two years is in transversal systems Support. The following will be an advantage: Experience in SCCM environment; Certificate in Microsoft Engineer (MCSE) / Microsoft Administrator (MCSA); ITIL Foundation certificate. Competencies: Ability to work under pressure; Advanced Computer Skills; Troubleshooting Skills; Client Orientation and Customer Focus; Communication Skills; Technical Networking Skills; Problem solving and decision making; Strong team player.

DUTIES : Provide technical support to System Controllers to assist in applications and operating server technologies; Administer and resolve applications issues, provide updates and perform root cause analysis; Perform user account management on business applications; Maintain and monitor Transversal Systems Server hardware and Applications; Deploy, configure and administer all implemented business applications in the Department; Install and configure server software deployments through SCCM; Create and manage enterprise customized Operating System images e.g. Windows 8.1 and Application deployment packages e.g. Microsoft Office 2013 worldwide; Ensure timely deployment of application software updates; Conduct testing, turning, configuration and setup of Application Support architecture; Conduct Transversal Systems implementations, performance optimization and analysis; Ensure backup procedures are in place as well as tested for Applications systems; Analyse and perform application support continually to enhance services offered by DIRCO ICT.

ENQUIRIES : Ms L Modise Tel no: (012) 351 1214

APPLICATIONS : Please e-mail your application to ase@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

NOTE : The applicant must be willing to provide afterhours support when required

POST 31/23 : **BACKUP ADMINISTRATOR 2 POSTS REF NO: POST 30/26**
Branch: Corporate Management
Chief Directorate: Information and Communication Technology

SALARY : R334 545 per annum - Provide day to day backup and store support to DIRCO environment, troubleshoot and maintain backup devices by liaising with service providers and users.

CENTRE : Pretoria

REQUIREMENTS : Three years National Diploma/Degree in Information Technology or related field as recognized by SAQA; 3-5 years of experience within ICT environment of which two years is in data backup and server administration; The following will be an advantage: Microsoft MCSE/MCSA; Certificate in data protection/ data loss /Data prevention;. Competencies: Advanced Computer Skills; Troubleshooting Skills; Client Orientation and Customer Focus; Communication Skills; Technical Networking Skills; Problem solving and decision making; Strong team player; Knowledge of HP Data-Protector and Storage Area Networks.

DUTIES : Implement and monitor ICT backup policy and operating procedures; Develop off-site storage procedures; Execute across-site replication of significant Disaster Recovery data; Configure, install, and manage data backups for departmental applications and systems; Troubleshoot and maintain backup devices by liaising with service providers and end users; Maintain and monitor server hardware; tape libraries and associated tape hardware, storage networks and associated hardware and vendor-provided storage management software; Ensure backup procedures are in place and are tested for Backup systems; Communicates with various response teams during testing, actual execution of recovery procedures and installation, implementation, administration of backup solutions; Execute across-

site replication of significant Disaster Recovery data; Support offsite disaster recovery efforts by engaging in routine recovery tests; Ensure that restore procedures are configured and tested; Develop data backup service through efficient management of backup processes and procedures.

ENQUIRIES
APPLICATIONS

: Ms L Modise Tel no: (012) 351 1214
: Please e-mail your application to ba@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

NOTE

: The applicant must be willing to provide afterhours support when required