

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 Employment Information. Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 20 October 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.

MANAGEMENT ECHELON

- POST 40/06** : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Branch: Financial and Asset Management
Chief Directorate: Supply Chain Management
- SALARY** : R1 127 334 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 14)
- CENTRE REQUIREMENTS** : Pretoria
An undergraduate qualification (NQF level 7) as recognized by SAQA in Supply Chain and Asset Management or related field. A relevant post graduate qualification and/or Specialist Training courses will be an added advantage. Five (5) year experience in Senior Management (Preferably in the Supply Chain Management 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: Strategic Capability and Leadership, Financial Management, People Management and Empowerment, Client Orientation and Customer Focus, Change Management, Knowledge Management, Service Delivery Innovation.
- DUTIES** : Manage the provision of Supply Chain Management in accordance with the relevant prescripts; Manage Departmental assets in terms of the Asset Management Framework of the Department; Manage and ensure the development and implementation of departmental policies and procedures for Supply Chain and Asset Management as well as the provision of policy advice to the Department; Manage the Chief Directorate: Supply Chain Management and provide strategic direction.
- ENQUIRIES APPLICATIONS** : Ms Antonette Smit, Tel no: (012) 351 8525
Please e-mail your application to cdscm@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

<u>POST 40/07</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT-CASHFLOW MANAGEMENT</u> Branch: Financial & Asset Management Chief Directorate: Financial Management Sub Directorate: Cashflow Management
<u>SALARY</u>	:	R657 558 per annum, level 11. 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Applicants must be in possession of a three year National Diploma/Degree qualification as recognized by SAQA in Financial Management; At least 3 years of experience at junior managerial level in Financial Management. Competencies: Working knowledge of Governmental strategic planning process; In-depth knowledge of the budgetary processes; In-depth knowledge of National Treasury regulations and PFMA requirements; In-depth knowledge of BAS; Problem solving and decision making; Ability to interpret Acts and prescripts; Analytical thinking; People Management; Ability to work under pressure; Financial management; Client orientation and customer focus; Project management; Communication and interpersonal skills; Computer Literacy; Report writing
<u>DUTIES</u>	:	Coordinate the department's cashflow management processes; Prepare consolidated cashflow drawings; Prepare and submit the monthly cash flow drawing request; Manage the monthly forecast process for expenditure from various Business Units; Monitor and report on the cash flow position of the department; Manage the departmental official bank accounts; Manage the transfer of monthly operational funds to Missions abroad; Manage the reconciliation and reporting of control accounts; Provide inputs to the financial statements; Provide support during the audit process by providing information to the auditors; Monitor the implementation of the Audit Action Plan; Manage the overall performance of the Directorate and ensure compliance to procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Eretzima Moss Tel no: (012) 351 1392
	:	Please e-mail your application to ddfmc@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.
<u>POST 40/08</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT-CAPITAL EXPENDITURE MANAGEMENT</u> Sub Directorate: Capital Expenditure Management
<u>SALARY</u>	:	R657 558 per annum, Level 11. 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Applicants must be in possession of a three year National Diploma/Degree qualification as recognized by SAQA in Financial Management; At least 3 years of experience at junior managerial level in Financial Management. Competencies: In-depth knowledge of National Treasury regulations and PFMA requirements; Knowledge of financial and accounting systems used in the Department; Communication skills; Good organisational skills; Planning and co-ordination skills; Computer literacy; Client orientation and customer focus; The ability to work in a team; Attention to detail
<u>DUTIES</u>	:	Manage the Sub-Directorate and provide direction and technical support; Manage the collection of the debts from the respective debtors, departments and institutions; perform reconciliation and age analysis with regard to the receivables, advance accounts and all debt accounts; Management of the investigation of all theft and loss cases and administer the recovery within the Department; Design, implement and maintain effective control systems with regard to inter-departmental claims, debtor management and theft and losses to ensure that outstanding debts are recovered; Ensure that PFMA requirements are adhered to with regard to month ends, year ends and

- submission of financial statements and internal management reporting; Attend to audit queries
- ENQUIRIES** : Ms Eretzima Moss Tel no: (012) 351 1392
- APPLICATIONS** : Please e-mail your application to ddfmcem@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 40/09** : **ASSISTANT DIRECTOR: VETTING OFFICER 3 POSTS**
Branch: Corporate Management
Directorate: Vetting Fieldwork & Integrity Management
- SALARY** : R417 552 per annum, level 10
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of three-year degree/diploma as recognized by SAQA in Security Management, Social Sciences with two or more of the following subjects: Psychology; Sociology; Social Work and Criminology; Successful completion of a three (3) to four (4) months Vetting Course as offered by SANDF/SSA/SAPS; At least 3 years' experience at junior management level in conducting Top Secret/Secret vetting investigations; A valid driver's license – code B; A valid Top Secret clearance (at least valid until 31 March 2018). Competencies: Planning and Organising; Computer skills (MS Word, Power-point, Excel); Conflict management; Communication skills; Report writing skills; Administrative skills; Good interpersonal skills; Analytical skills; Interview skills; Presentation skills
- DUTIES** : Conduct security clearance investigations; Conduct Personal interviews and interview references; Write evaluation reports; Liaison within and outside the Department; Verification of qualifications and employment.
- ENQUIRIES** : Ms H Petzer – Tel no: (012) 351 1195
- APPLICATIONS** : Please e-mail your application to asdvo@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** : Candidates will be subjected to a written exercise