

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

APPLICATIONS : please e-mail your application to ddis@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). 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 : 15 December 2017

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 indicated below, quoting the reference number or post name in the subject line in order to receive an acknowledgement. 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.

OTHER POST

POST 48/24 : **DEPUTY DIRECTOR: INFORMATION SECURITY**
Directorate: security management
Sub-directorate: mission & information security

SALARY : 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.

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of a recognised Bachelor's degree / National diploma or equivalent qualification in Security Studies / Social Sciences; At least 3 years' experience at junior managerial level in the Security environment (Physical Security, Document Security, Vetting/Personnel Security, Communication Security, Computer Security, Contingency Planning and Audit Security); Successful completion of the SSA Security Advisory Course and / or ISO 27001/2 will be an added advantage; Valid RSA driver's license – code B. Competencies: Knowledge of Minimum Information Security Standards (MISS); Knowledge and understanding of information risk assessment; Protection of Information Act, Act 84 of 1982; Occupational Health & Safety Act, Act 85 of 1993; Good communication skills; Computer skills; Good interpersonal skills; High degree of confidentiality; Client orientation skills.

DUTIES : Develop risk communication strategies; Develop risk assessment plan; Develop safety and security assessment check list; Identify organisational security training requirements; Develop security awareness content based on the needs assessment as well as regulatory requirements; Develop and implement a security awareness schedule; Develop and implement monitoring strategy to monitor implementation of security recommendations at the missions; Audit all protective security domains within DIRCO such as Physical Security, Document Security, Vetting/Personnel Security, Communication Security, Computer Security and Contingency Planning; Manage the Sub-Directorate in line with the Annual Performance Plan and Operational Plan; Manage work distribution and ensure employees are trained and utilized; Ensure compliance to HR policies and procedures; Facilitate the training of staff; Manage performance of staff.

ENQUIRIES : Mr CD Mothetho, Telephone number: (012) 351 1637.

NOTE : Applications received after the closing date will not be considered.