

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 1090 Infotech Building, Arcadia & Hilda Street, Hatfield 0028 or 642 Cnr Olivia street and Jacqueline Drive, Garsfontein Pretoria, Postal Address: P.O Box 394, Menlyn, 0063 or by email: dpe@basadzi.co.za: Tel 012 998 8953/8049
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 02 February 2018
- 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 Qualification Authority (SAQA). 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 screening and 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. For SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. 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 department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

- POST 03/65** : **DDG: CORPORATE MANAGEMENT REF NO: DPE/2018/001**
Unit: Corporate Management
- SALARY** : R1 370 973 per annum (all-inclusive flexible remuneration package consisting of basic salary of 70% and a 30% flexible portion that can be structured according to individual needs)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a postgraduate degree in Business Administration (NQF Level 8) as recognized by SAQA accompanied by 8-10 years' experience at a senior managerial level. The successful candidate must be a dynamic and confident person. Knowledge and understanding of Public Service Regulatory Framework, strong leadership and management capability. Stakeholder management. Strategic thinking, problem solving skills, strong analytical skills and communication skills and Financial Management skills.
- DUTIES** : Direct and manage the provisioning of effective, efficient and economical financial and supply chain management services. Direct and manage the provisioning of effective, efficient and economical human resource and office management services. Direct and manage the provisioning of effective, efficient and communication management services. Direct and manage the establishment and maintenance of appropriate systems (analytical tools, information systems and models or projections of cost behavior) and policies to ensure effective and efficient management of financial resources and assets within DPE. Manage the provisioning of technical support services to the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999, the Treasury Regulations, Treasury Practice Notes and King IV Report. Manage processes for the formulation of creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Direct and manage the provisioning of human resource system development and planning services. Recruitment, selection and career management services. Employee benefit administration services. Employee relations services. Staff development services. Employee support services. Coordinate departmental mandate processes in the HRM space.

Exercise delegated powers in terms of the provisions of the Public Service Act, 1994 and Public Service Regulations. Coordinate and facilitate processes to establish the HRM function as a strategic partner and ensure that appropriate service delivery standards are established; and internal procedures and processes are on a continuous basis reviewed and aligned to add value to the operations of the Department without compromising internal control arrangements. Direct and manage the provisioning of office and security management services. Manage a professional team of experts with a view to oversee and direct the provisioning of internal and external communication and media services. Provisioning of marketing and public relations services. Publication, webpage, intranet and graphic services; and customer care services. Represent the strategic intent (including funding) of the communication and marketing functions within the executive governance structures of the Department. Promote at executive management level the utilisation of IT as a strategic business process enabler. Oversee the development, maintenance and implementation of the DDPE Master Systems Plan. Represent the strategic intent (including funding) of the IT and ICT functions within the executive governance structures of the Department. Oversee the development, maintenance and delivery on the Work Plan of the DGITO function Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit's Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Unit. Oversee strategic and annual planning processes for the Unit and ensure compliance with the DPE's Strategic Planning and Performance Review Agenda. Direct the utilisation of technology in support of the Unit's business processes.

- ENQUIRIES** : Ms Henriette Strauss Tel: 012 431 1022
- POST 03/66** : **DEPUTY DIRECTOR-GENERAL: BUSINESS ENHANCEMENT SERVICES, REF NO DPE/2018/002**
Unit: Business Enhancement, Transformation and Industrialization
- SALARY** : R 1 370 973 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a postgraduate degree in Business Administration or Economics (NQF Level 8) as recognized by SAQA accompanied by 8-10 years' experience at a senior managerial level. proven experience in policy development, industrial strategy, financial analysis, business strategy and public private partnerships. A Masters degree will be an added advantage. Demonstrate both strategic and technical competence in this regard. Well-developed communication, report writing, problem-solving and analytical skills. Ability to manage people, resources and projects. An understanding of debates regarding the role of the state in economic development, and of state-owned companies in general and in the logistics industry in particular. Strong understanding of transport sector policies and regulations. Ability to interact with sector stakeholders, both in the public and private sectors, and at highest possible levels.
- DUTIES** : Strategically direct the development of government's overarching SOC Governance Policy Framework inclusive of the administratively overseeing the provisioning of specialist business enhancement services for the Transport and Energy Complexes and the development of Shareholder Compacts for Companies in the SOC Group. Strategically direct and account for the development of the DPE Special Programmes Agenda inclusive of the initiation of research and modelling of job creation and transformation instruments for the SOC Group Administratively oversee the provisioning of specialist research and economic modeling services. At a strategic level coordinate the initiation and delivery of specialist research projects to model the short, medium and long term business enhancement

prospects within the energy and transport (including aviation) complexes, inclusive of strategies to optimally support government's strategic objectives and radical economic transformation policy imperatives. Coordinate and oversee the development and implementation of SOC Group pipeline business enhancement strategies and instruments. Coordinate and oversee financial sustainability modeling initiatives for various complex enhancement strategies and initiatives. Coordinate and oversee the initiation of specialist research projects to define business enhancement inhibitors for the Group and develop mitigation strategies/proposals. At a strategic level engage with policy and regulatory institutions to mitigate the impact of identified business inhibitors. Coordinate and manage the provisioning of technical input processes to influence alignment of the regulatory regime impacting on the operations of members in the SOC Group. At a strategic level coordinate and manage processes to develop and maintain Shareholder Compacts to enhance the operations and sustainability of SOCs in the Group. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. At a strategic level coordinate the initiation and delivery of specialist research projects inclusive of cost benefit analysis reviews of proposed business enhancement and transformation initiatives and economic sustainability models for proposed work packages and projects. At a strategic level, direct and account for the development and implementation of the DPE's job creation policy and instrument frameworks, impact monitoring, evaluation and reporting toolkits and partnerships for the creation of sustainable jobs within the complexes. At a strategic level, direct and account for the development and implementation of skills development and youth empowerment programmes in the complexes. At a strategic level, manage the provisioning of monitoring and early warning services to the Stakeholder on the impact of special programmes initiatives for the complexes. Provide, at a strategic level, technical advisory services to align Shareholder Compacts, to appropriately define the "obligations" of SOCs in the Complex to support government objectives optimally. At a strategic level, direct and account for the development and implementation of specialist research projects to model industrialisation, localisation programmes and instruments to monitor, evaluate and report on the impact of such programmes. Environmental practice alignment, compliance and sustainability programmes for the SOC Group. Provide, at a strategic level, technical advisory services to align Shareholder Compacts, to appropriately define the roles and responsibilities of Companies in the SOC Group to support the identified industrialisation, localisation and environmental alignment programmes. At a strategic level, direct and account for the development, maintenance and implementation of the DPE intergovernmental policy and instruments framework, provisioning of technical support services to the Head of Department and the Minister to effectively partake in relevant intergovernmental structures, analysis of policy developments within the various intergovernmental formations to identify the impact thereof on the SOC Group and provisioning of technical coordination services to develop the DPE response to external policy development initiatives. At a strategic level, direct and account for the coordination of international collaboration initiatives. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Branch's Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Mobilise technical support of the business support components to implement and maintain prescribed human resource, financial and supply chain management systems within the Branch. Direct, manage and account for the utilisation of the Branch's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Branch. Oversee strategic and annual planning processes for the Branch and ensure compliance with the DPE's Strategic Planning and Performance Review Agenda. Strategically direct the utilisation of technology in support of the Branch's business processes. Develop and maintain strategic partnerships in support of Branch's operations.

ENQUIRIES

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Ms Nikiwe Magqwashu, Tel: 012 431 1222

<u>POST 03/67</u>	:	<u>CHIEF SPECIALIST: TRANSPORT AND AVIATION, REF NO DPE/2018/003</u> Unit: Business Enhancement, Transformation and Industrialization
<u>SALARY</u>	:	R1 370 973 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of An Honours degree in Economics or Transport Economics (NQF level 8) as recognized by SAQA accompanied by 8-10 years at a senior managerial level with proven experience in policy development, industrial strategy, financial analysis, business strategy and public private partnerships. A Masters degree will be an added advantage, the incumbent able to demonstrate both strategic and technical competence in this regard. Well-developed communication, report writing, problem-solving and analytical skills. Ability to manage people, resources and projects. An understanding of debates regarding the role of the state in economic development, and of state-owned companies in general and in the logistics industry in particular. Strong understanding of transport sector policies and regulations. Ability to interact with sector stakeholders, both in the public and private sectors, and at highest possible levels. Ability to conduct financial and economic analysis of operations within the transport sector.
<u>DUTIES</u>	:	Conduct specialist research projects to define the policy “gaps” affecting the optimal functioning of SOC(s) and affiliates in the Transport Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s) and affiliates in the Complex. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the strategic intent of the Transport Complex and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Transport Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct specialist research projects to model the short, medium and long term business enhancement/expansion prospects for the Transport Operations stream. Develop pipeline business enhancement/expansion strategies and instruments for the Transport Operations stream. Conduct market research initiatives aimed at identifying the short, medium and long term expansion prospects of the Transport Operations stream. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/expansion models for the Transport Operations stream. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Transport Operations stream. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Transport Operations stream. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Develop position papers to at a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to

		enhance business opportunities and infrastructure development Develop Project Charters in line with the DPE's Project Governance Instruments.Ensure the development of sub-ordinate specialists' staff members.
<u>ENQUIRIES</u>	:	Mr Benneth Baloyi, Tel 012 431 1029
<u>POST 03/68</u>	:	<u>CHIEF SPECIALST: ENERGY, REF NO DPE/2018/004</u> Sub stream: Energy Resources
<u>SALARY</u>	:	R1 370 973 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a postgraduate degree in Economics/Finance/Business Management (NQF level 9) as recognized by SAQA accompanied by with 8-10 years' experience at management level as well as leadership experience in corporate structure and economic and models in the Energy sector. Candidate must have an understanding of the business of the business economics of different forms of energy generation. It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state owned enterprises (SOC) within the Energy sector. In-depth knowledge of South African Electricity Industry and the restructuring of the energy sector. A clear understanding of the Broadband sector and the associated imperatives. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Initiate and direct research projects to define the policy "gaps" affecting the impact for the functioning of SOCs in the Energy Complex. Develop briefing documents for the Shareholder to influence the policy and regulatory regime. Lead consultation processes with policy departments and regulatory bodies at a technical level to ensure the seamless implementation of the energy sector policy regime. Coordinate input processes by various specialist teams in the DPE to identify the Compact alignment requirements for SOCs in the Complex. Coordinate inputs into the development of briefing documents to the Director General, Minister and Cabinet on critical alignment requirements. Lead at a technical level interaction with executive management of SOCs to facilitate SOC to SOC collaboration. Lead technical intergovernmental collaboration processes to ensure alignment of compacts with macro-economic and other government policy imperatives. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Monitor, evaluate and report on the impact made by the aligned Compacts. Direct and coordinate the initiation and delivery of specialist research projects to model the short, medium and long term business enhancement prospects within the Energy Complex. Co-ordinate the implementation of the Africa Strategy as it relates to the Energy Complex. Coordinate and oversee the development and implementation of pipeline business enhancement strategies and instruments for the Energy Complex. Oversee the implementation of capital projects and the built programme in the Energy Complex. Establish multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on business enhancement models. Lead at a technical level consultation processes to adopt the identified enhancement models by members of the Complex. Lead and coordinate the development of briefing documents to the Director General, Minister and Cabinet on the implementation of enhancement models for approval. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement models. At a technical level engage with policy and regulatory institutions to mitigate risk in the regulatory regime with a possible impact on the implementation of business enhancement models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Lead multi-disciplinary monitoring and evaluation projects to report on the performance of enhancement packages. Develop performance reports and briefing notes for the Director General, the Minister and Cabinet. Represent the Department at a technical level in research, inter-departmental and industry forums. Develop and present (on

assignment) progress reports to structures of Parliament. Report on the performance of the Energy Complex to EXCO. Account for the utilisation of resources allocated to research and modelling projects. Ensure the development of sub-ordinate specialists' staff members.

- ENQUIRIES** : Ms Dineo Masilo, Tel: 012 431 1026
- POST 03/69** : **SENIOR SPECIALIST: ECONOMIC MODELLING, REF NO DPE/2018/005**
Stream: Research and Economic Modelling
- SALARY** : R1 127 334 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a postgraduate degree in Economics or Equivalent Qualification (NQF level 8) as recognized SAQA accompanied by 5 years at a senior management level. Work experience demonstrating analytical abilities and good verbal and written communication skills. The successful candidate must be a dynamic and confident person. Knowledge and understanding of Public Service Regulatory Framework, strong leadership and management capability. Stakeholder management. Strategic thinking, problem solving skills, strong analytical skills and communication skills and Financial Management skills. Project management experience
- DUTIES** : Project manage research initiatives to monitor on a continuous basis macro and micro economic changes, monetary policy, regulatory changes, etc. with a view to inform the modelling research agenda. Project manage and oversee research initiatives to develop economic models for the SOC Group taking into account global, macro and micro economic indicators with a view to report on the sustainability of business models of SOCs in the Group inclusive of alignment imperatives and shareholder portfolio optimisation. Provide technical assistance to link macro-economic models to sector (energy, transport, etc.) models. Project manage and oversee modelling research initiatives to inform scenario planning, strategic intent and compact development processes for the Group. In collaboration with SOCs, industry and research institutions define strategies to leverage identified opportunities to enhance the operations of the SOCs in the Complexes. Project manage modelling initiatives to provide the Shareholder with simulation reports on the operating environment of the SOC Complexes thereby also providing early warning services and identifying alignment imperatives. Provide technical assistance to other streams on economic imperatives informing critical alignment needs of the Shareholder Compacts. Project manage research initiatives to develop economic models for business enhancement, pipeline enhancement and transformation initiatives and provide technical advisory services to executive management on the viability and sustainability of such initiatives. In collaboration with SOCs, industry and research institutions define strategies to leverage identified economic and market trends to operationalise proposed business enhancement and transformation initiatives. Project manage research initiatives to provide the Shareholder with economic simulation reports on the sustainability and cost benefit analysis of business enhancement and transformation initiatives. Analyse, from an economic perspective, the business plans submitted by SOCs supporting applications for financial instruments and provide technical advisory services. Project manage specialist research initiatives to model the short, medium and long term outcomes of proposed financial instruments and the shareholder return on investment. Define and report on the economic modelling risks associated to specific financial instruments and develop appropriate risk mitigation proposals in collaboration with other streams. Ensure the implementation of Project Governance Instruments. Account for the utilisation of resources allocated to research and modelling projects. Ensure the development of sub-ordinate specialists staff members.
- ENQUIRIES** : Ms Johanna Boya, Tel 012 431 1090

POST 03/70 : **CHIEF DIRECTOR: PROJECT MANAGEMENT, REF NO DPE/2018/006**
Stream: SOC Project Monitoring and Evaluation

SALARY : R1 127 334 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE REQUIREMENTS : Pretoria
Applicant must be in possession of a postgraduate degree in Economics/Business Science or Equivalent Qualification (NQF level 8) as recognized SAQA accompanied by 5 years at a senior management level. Work experience demonstrating analytical abilities and good verbal and written communication skills. The successful candidate must be a dynamic and confident person. Knowledge and understanding of Public Service Regulatory Framework, strong leadership and management capability. Stakeholder management. Strategic thinking, problem solving skills, strong analytical skills and communication skills and Financial Management skills. Project management experience

DUTIES : Gap analysis undertaken and quality assessment project process. Identify strategic projects in the SIP programmes. SOC's investment programme identified and fully utilized. SOC's supported in the bottle necks. Drive business intelligence on project capacity internally. Key projects identified and prioritized. Priority framework developed, monitored and continuously reviewed and updated. Projects and research done effectively and efficient. Continuous and updated information and feedback. Develop a project planning framework. Rolled-out project plans. Co-investors identified and fully involved. Monitoring programme progress. Constant and accurate feedback. Consultative from established and fully operational. Monitoring performed effectively and efficiently and interventions formulated where needed. Continuous monitoring of implementation of projects. Projects on time, within budget and allocated resources, compliant with policy and regulator.

ENQUIRIES : Ms Dineo Masilo, Tel 012 431 1026

POST 03/71 : **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL, REF DPE/2018/007**
Sub: Office of the Head of Department

SALARY : R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE REQUIREMENTS : Pretoria
Applicant must be in possession of a three year tertiary qualification in Public Administration or an equivalent qualification (NQF 7) as required by SAQA, accompanied by at least 5 years' experience at middle/senior managerial level. The successful candidate must be a dynamic and confident person, possessing sound interpersonal and networking skills, the ability to comprehend and think strategically with good organizing and project management skills, the ability to work under pressure and must be willing to work beyond normal working hours. Excellent business writing and communication skills with a high level of computer literacy in Microsoft suites are essential for this position. In-depth knowledge of the Public Service Regulatory frameworks, will serve as an added advantage

DUTIES : Manage and oversee the following functions: development and maintenance of the DPE's internal governance structures diary. Development and distribution of Agendas for DPE's Governance Structures. Distribution of minutes and action schedules for DPE'S governance structures. Conducting of progress follow-up on critical matters for the Head of Department. Alerting members of DPE's governance structures on report back imperatives. Document management processes in the Office and ensure compliance with MIS Standards. Receive requests for information or responses on all parliamentary matters and coordinate processes for the submission of responses by operational units. Quality assure inputs and responses received from operational units. Consolidate multi-faceted responses. Facilitate approval of responses by the Head of Department. Liaise with the Office of the Minister on all parliamentary matters. Develop and maintain a File Plan for the Office of the HOD's. Office. Receive all correspondence directed to the HOD, filter issues requiring the personal attention of the HOD and redirect

other matters for action by relevant components. Coordinate the retrieval of documents and reports for the HOD. Source information from a wide range of sources within and outside the Department for the HOD. Manage the Office's document flow system and ensure that the HOD is alerted to critical approval requirements so as to not delay departmental operational work. Research topics of a general nature on behalf of the HOD. Develop and publish position papers to be used by the HOD during interaction with stakeholders and meetings of a general nature. Perform quality assurance. Develop and maintain an information repository of key information that is required by the HOD on a regular basis. Manage and direct the provisioning of secretarial and receptionist support service, office administration support services, official engagement and personal diary management services; and travel and accommodation support to the Head of Department.

- ENQUIRIES** : Ms Johanna Boya, Tel 012 431 1090
- POST 03/72** : **SPECIALIST: ECONOMIC MODELLING, REF NO DPE/2018/008**
Stream: Research and Economic Modelling
- SALARY** : R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a postgraduate degree in Economics or Equivalent Qualification (NQF level 7) as recognized SAQA accompanied by 5 years at a middle/senior management level. Work experience demonstrating analytical abilities and good verbal and written communication skills. The successful candidate must be a dynamic and confident person. Knowledge and understanding of Public Service Regulatory Framework, strong leadership and management capability. Stakeholder management. Strategic thinking, problem solving skills, strong analytical skills and communication skills and Financial Management skills. Project management experience
- DUTIES** : Monitor on a continuous basis macro and micro economic changes, monetary policy, regulatory changes, etc. with a view to inform the modelling research agenda. Research and develop economic models for the SOC Group taking into account global, macro and micro economic indicators with a view to report on the sustainability of business models of SOCs in the Group inclusive of alignment imperatives and shareholder portfolio optimisation. Provide technical assistance to link macro-economic models to sector (energy, transport, etc.) models. Conduct research to inform scenario planning, strategic intent and compact development processes for the Group. Research and develop models to provide executive management and the Shareholder with simulation reports on the operating environment of the SOC Complexes thereby also providing early warning services and identifying alignment imperatives. Provide technical assistance to other streams on economic imperatives informing critical alignment needs of the Shareholder Compacts. Publish on a continuous basis research papers to alert executive management, other streams and SOC on key economic indicators and trends. Develop economic models for business enhancement, pipeline enhancement and transformation initiatives and provide technical advisory services to executive management on the viability and sustainability of such initiatives. Conduct research to provide the Shareholder with economic simulation reports on the sustainability and cost benefit analysis of business enhancement and transformation initiatives. Analyse, from an economic perspective, the business plans submitted by SOCs supporting applications for financial instruments and provide technical advisory services. Develop models to identify the short, medium and long term outcomes of proposed financial instruments and the shareholder return on investment. Define and report on the economic modelling risks associated to specific financial instruments and develop appropriate risk mitigation proposals in collaboration with other streams.
- ENQUIRIES** : Ms Johanna Boya, Tel 012 431 1090

<u>POST 03/73</u>	:	<u>DIRECTOR: SECURITY AND FACILITIES, REF NO DPE/2018/009</u> Branch: Corporate Management
<u>SALARY</u>	:	R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate degree in Security and Facility Management (NQF Level 7) as recognised by SAQA accompanied minimum of 5 years middle/senior managerial level experience in security and Facility Management. Operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.
<u>DUTIES</u>	:	Facilitate the implementation of the MISS and MPSS in the Department. Monitor departmental compliance with the standards set out in the MISS and MPSS and facilitate the implementation of corrective action. Develop the departmental security risk register and recommend mitigation strategies. Develop and facilitate the implementation of the departmental master security management plan. Manage processes to ensure a safe working environment for employees and visitors. Manage the provisioning of VIP security services in line with the diplomatic protocols. Manage the provisioning of events security services. Monitor and evaluate the performance of the service provider responsible for office security services in line with SLA requirements and facilitate corrective action. Liaise with security agencies on security threats and arrangements for the security detail of political office bearers. Provide early warning and security contingency planning advisory services to executive management. Investigate security breaches and report thereon, inclusive of reporting to the relevant security agency. Provide security assistance in liaison with SOCs Administer vetting services. Liaise with the National Security Agency and administer employee vetting processes. Provide technical support to establish the departmental security level regime. Manage the Service Level Agreement with the Landlord. Manage the provisioning of reception and switchboard services. Manage the provisioning of housekeeping services, provision of plants, water and the maintenance of the building; inclusive of all matters related to the provisioning of a healthy working environment for employees and compliance with Occupational Health and Safety Act imperatives .Manage the provisioning of Office space. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit's Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit's human resources. Direct the utilisation of technology in support of the Unit's business processes
<u>ENQUIRIES</u>	:	Mr Simon Manganye, Tel 012 431 1012
<u>POST 03/74</u>	:	<u>SPECIALIST: TRANSPORT OPERATIONS, REF NO DPE/2018/010</u> Sub Stream: Transport and Defence
<u>SALARY</u>	:	R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate post graduate degree in Transport Economics or Transport Logistics or Industrial Engineering (NQF Level 8) as recognised by SAQA accompanied minimum of 5 years middle/senior managerial level experience in freight transport logistics and operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.

DUTIES : Conduct specialist research projects to define the policy “gaps” affecting the optimal functioning of SOC(s) and affiliates in the Transport Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s) and affiliates in the Complex. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the strategic intent of the Transport Complex and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Transport Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact (S). Conduct specialist research projects to model the short, medium and long term business enhancement/expansion prospects for the Transport Operations stream. Develop pipeline business enhancement/expansion strategies and instruments for the Transport Operations stream. Conduct market research initiatives aimed at identifying the short, medium and long term expansion prospects of the Transport Operations stream. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/expansion models for the Transport Operations stream. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Transport Operations stream. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Transport Operations stream. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Develop position papers to at a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Develop Project Charters in line with the DPE’s Project Governance Instruments. Ensure the development of sub-ordinate specialists staff members.

ENQUIRIES : Mr Benneth Baloyi, Tel 012 431 1029

POST 03/75 : **SPECIALIST: FREIGHT INFRASTRUCTURE, REF NO DPE/2018/011**
Sub Stream: Transport and Defence

SALARY : R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE : Pretoria

REQUIREMENTS : An appropriate post graduate degree in Transport Economics or Transport Logistics or Industrial Engineering (NQF Level 8) as recognised by SAQA accompanied by minimum 5 years middle/senior managerial level experience in freight transport logistics and operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.

- DUTIES** : Conduct specialist research projects to define the policy “gaps” affecting the optimal functioning of SOC(s) and affiliates in the Transport Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s) and affiliates in the Complex. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the strategic intent of the Transport Complex and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Transport Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct specialist research projects to model the short, medium and long term business enhancement/expansion prospects for the Freight Infrastructure stream. Develop pipeline business enhancement/expansion strategies and instruments for the Freight Infrastructure stream. Conduct market research initiatives aimed at identifying the short, medium and long term expansion prospects of the Freight Infrastructure stream. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/expansion models for the Freight Infrastructure stream. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Freight Infrastructure stream. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Freight Infrastructure stream. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Develop position papers to at a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Develop Project Charters in line with the DPE’s Project Governance Instruments. Ensure the development of sub-ordinate specialists staff members
- ENQUIRIES** : Mr Benneth Baloyi, Tel 012 431 1029
- POST 03/76** : **DIRECTOR: INTER-GOVERNMENTAL RELATIONS, REF NO DPE/2018/012**
Stream: Inter-Governmental Relations and International Collaboration
- SALARY** : R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of three year National Diploma/B-degree in Public Management or equivalent qualification, minimum of 5 years’ experience at Middle/Senior Management level, Working Knowledge of Inter-governmental Relations, protocol, treaties, etiquette or at demonstrate potential to learn and apply new knowledge and independently, strategic planning skills. Excellent verbal and written (report writing) communication skills, research and analytic skills. Sound management skills, sound budgeting skills.
- DUTIES** : Manage processes for the development and maintenance of the departmental inter-governmental relations engagement protocol, inter-governmental relations

agenda; and, inventory of key inter-governmental stakeholders. Monitor, evaluate and report on the performance of the DPE inter-governmental relations instruments in accordance to the broader context of government framework. Manage processes and provide support to technical clusters to represent the DPE's strategic intent in inter-departmental work groups. Manage processes to consolidate technical inputs with a view to prepare and publish, briefing notes, working papers and document packs to enable departmental participation in relevant inter-governmental structures. Analyse relevant IGR resolution documents and reports with a view to register departmental responsibilities, inclusive of identifying issues with a potential impact on the operations of SOCs for actioning by clusters and business units. Monitor progress with the submission of input documents by technical clusters in the Department. Manage the provisioning of early warning services to internal stakeholders and facilitate appropriate departmental representation in inter-governmental workgroups and structures. Manage and coordinate processes to identify inter-governmental collaboration requirements in respect of business enhancement packages. Coordinate and manage processes aimed at the development of collaboration packages with national departments, provincial departments and local municipalities. Facilitate inter-governmental processes to garnish support for the seamless implementation of SOC enhancement programmes. Manage and facilitate the implementation of processes to support SOCs requiring collaboration with governmental structures to implement new programmes/services and/or to resolve blockages affecting operations. Provide technical advisory services to business units on inter-governmental relations requirements and protocols. Manage the provisioning of secretariat services for inter-governmental workgroups lead by the Department. Ensure the development and maintenance of Project Charters to execute operational work. Account for the utilisation of resources allocated for IGR initiatives. Ensure the development of sub-ordinate staff members.

- ENQUIRIES** : Mr George Malatsi, Tel 012 431 1117
- POST 03/77** : **DIRECTOR: RISK AND INTERGRITY MANAGEMENT, REF NO DPE/2018/013**
Specialist Stream: Risk Profiling and Mitigation
- SALARY** : R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of postgraduate degree in Compliance /Legal /Quality Management/Risk or equivalent qualification (NQF Level 7) as recognized by SAQA accompanied by minimum of 5 years' experience at middle / senior managerial level in a compliance and risk management role. Knowledge and experience in public sector compliance management will be an added advantage. The candidate must demonstrate strong capabilities in strategic, change, risk, quality and project management as well as the ability to interpret and codify legal statutes. Excellent report writing, communication, presentation, negotiation and problem solving skills as well as the ability to work under pressure and meet deadlines are crucial in the position.
- DUTIES** : Develop institutional capacity for the performance of an independent risk management function, including policies and instruments. Review, design, develop and implement risk management policies, strategies and processes. Monitor and review the effectiveness of DPE's risk management framework and facilitate corrective action. Develop risk management competence and maturity. Develop and maintain stakeholder relations and collaborative partnerships. Oversee and account for the development and implementation of DPE's Risk Management Plan. Evaluate and define the macro internal and external (organizational) context of DPE's operations. Provide technical assistance to business units to comply with risk management imperatives by-establishing and defining the external context. Establishing and defining the internal context. Applying methodologies of the risk assessment. Defining risk criteria. Defining and prioritizing the external risks. Defining and prioritizing the internal risks. Establishing of a risk profile; and establishing a risk treatment or mitigation plan. Consolidate risk profiles into a

consolidated enterprise Risk Register for DPE to inter alia inform internal audit processes. Oversee and direct the development of a fraud prevention and anti-corruption policy framework, policy and instruments. Coordinate the provisioning of technical support to line managers to implement appropriate fraud prevention and anti-corruption measures. Develop and implement a departmental system to appropriately manage issues of a conflict of interest. Coordinate investigations related to fraud and corruption and report thereon. Analyse statistical data with a view to identify trends with a view to input into risk management processes and to provide early warning to executive management on the need to strengthen internal control measures. Oversee the development and implementation of DPE's Code of Ethics. Monitor, evaluate and report on the impact of DPE's fraud prevention and anti-corruption instruments. Develop fraud prevention and anti-corruption policy framework, strategy and instruments. Provide technical support to line managers in the implementation of business enhancement and transformation projects. Analyse statistical data to identify trends with a view to input into risk management processes and to provide early warning to executive management on the need to strengthen governance assurance instruments. Identify and manage the financial, human and equipment resources of the Unit required to optimally support the implementation of the Unit's Annual Performance Plan. Represent the strategic intent of the Unit as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Unit in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Unit. Oversee strategic and annual planning processes for the Unit. Direct the utilisation of technology in support of the Unit's business processes.

- ENQUIRIES** : Ms Johanna Boya, Tel 012 431 1090
- POST 03/78** : **DIRECTOR: INFORMATION TECHNOLOGY, REF NO DPE/2018/014**
Branch: Corporate Management
- SALARY** : R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree in Computer Science/ Business and Information management (NQF Level 7) as recognised by SAQA accompanied by minimum of 5 years' experience of middle/ senior management. Sound knowledge of multiple IT platforms/ disciplines (ie Operating Systems, IT facilities, IT Infrastructure, Knowledge Information Management). Disaster Recovery Planning and management abilities. Exposure to Content Management and Enterprise Resource Planning Systems will be an added advantage. Strong Communication, Customer management, Financial Management, Interpersonal skills and conflict management. IT Project, Analytical and Decision making skills. Business Analysis experience to ensure implementation of business decisions. Sound knowledge of Information Technology Infrastructure Library (ITIL), Cobit and TOGAF standards.
- DUTIES** : Align the Department's information management (including information management systems) and information technology strategy (as enabler) with the strategic direction, management plans and business processes of the Department. Support the head of department, senior management and the other users in the department in the efficient and effective utilisation of information and information technology as strategic resources to enable them to execute their functions efficiently and effectively. Manage the information technology function of the department and to ensure the establishment of sound information management systems. Establish an information plan, information technology and operational plans to give effect to the strategic direction and management plans of the Department. Develop an annual business plan and operating budget for the unit and monitor the implementation of these to ensure that business and financial targets are met. Develop departmental supporting information technology enabler policies and strategies, regulations, standards, norms, guidelines best practices and procedures. Facilitate the implementation of and adherence to the policies and

strategies contained in the different plans and policies to ensure governance standards are met in the department. Promote effective management of information technology as enabler as strategic resources. Promote proper governance of ICT. Create and enabling environment for other managers to perform their functions more effectively and efficiently. Control the business agreement (BA) and service level agreements (SLAs) with SITA and/or other suppliers of information management and information technology goods and services. Utilisation of security mechanisms and ensure compliance to the relevant regulatory framework. Represent the Department at the GITO Council. Develop, implement and maintain the Risk Management strategy, as well as address risks faced by the Department.

- ENQUIRIES** : Ms Dineo Masilo, Tel 012 431 1026
- POST 03/79** : **SPECIALIST LEGAL ASSURANCE (2 POSTS) REF NO DPE/2018/ 015**
Specialist Stream: Governance and Legal Assurance
- SALARY** : R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate LLB degree (NQF Level 7) as recognized by SAQA accompanied by minimum of 5 years' experience at middle / senior managerial level. As a member of the Legal team, assist the business units on the legal aspects of transactions, ensuring that a particular action, situation, initiative and/or investment by the State Owned Companies does not have an adverse reputational or other negative consequences for the State Owned Companies and the Department. Business acumen to develop short and long term strategies. Demonstrate commercial and financial expertise. Ability to use methodical problem solving approach as a foundation for effective decision making taking into account importance, urgency and risk. Delivery and translation of business objectives into practical and organized action plans to ensure successful implementation of such plans. Ability to be part of a team, communicate ideas, information and business objectives effectively and persuasively resulting in desired actions and outcomes. Ability to promote collaboration and learning within and across business boundaries to achieve stakeholder satisfaction. Ability to work under pressure and meet deadlines. Legislative understanding and Knowledge of various legislation including but not limited to Public Finance Management Act, 1999, Companies Act, 2008, Environmental laws and the Constitution, 1996
- DUTIES** : Implement legal structures and practices through pro-active approach and maintain high legal service standards to ensure regulation and compliance. Provide oversight and direction to corporate and operational areas, regarding regulatory compliance requirements, including analysing policies, laws and regulations to determine compliance requirements. Provide guidance and direction to business units to ensure complies to/ensure the department is in compliance with all applicable laws and regulations. Oversee the development and quality assurance of legal instruments (Memoranda of Understanding, Service Level Agreements, Contracts, etc.).Develop and maintain a system to ensure efficient record storage for reference and auditing purposes. Provide legal advice and recommendation to line management to minimise and mitigate foreseeable lawsuits. Support divisions by seeking a clear mandate and ensure legal representation through the State Attorney's Office (including proceeding oversight) in court proceedings and present the Accounting Officer/Executive Authority with relevant facts and suggest solutions/approach. Oversee the provisioning of specialist legal advisory services and opinions. Develop and maintain a system to ensure efficient records storage for reference and auditing purposes. Identify the resource (financial, human and equipment) needs of the Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Represent the operational intent of the Directorate as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Directorate in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of

the Directorate's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Directorate. Manage strategic, annual- and work planning as well as reporting processes for the Directorate and ensure compliance with DEDEAT's Strategic Planning and Performance Review Agenda. Direct the utilisation of technology in support of the Directorate's business processes.

ENQUIRIES : Ms Johanna Boya, Tel 012 431 1090

OTHER POSTS

POST 03/80 : **SENIOR ANALYST ENVIRONMENTAL, REF NO DPE/2018/016**
Stream: Industrialization and Localization

SALARY : R657 558 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of undergraduate qualification in Environmental Management or Equivalent qualification (NQF Level 7) as recognized by SAQA accompanied by at least 2 to 3 years' experience in environmental issues and knowledge of the public sector and the legislative environment within which the State Owned Companies (SOC) operate. Computer skills, communication skills, Coordination skills, Report writing skills, Interpersonal skills, Organising skills, Problem solving and analysis. National Environmental Management Act (NEMA), Associated Acts under NEMA, National Climate Change Response White Paper, Public Finance Management Act. Good track record and relevant experience in research and analysis and an understanding of environmental issues associated with SOC that fall within the mandate of the DPE. Innovation and creativity; Risk management, Ability to work independently, as well as in a team within a multi-dimensional environment, strong negotiation skills. Excellent interpersonal, organizational, planning skills; Ability to work under pressure over extended periods to meet tight deadlines. Expected to travel as and when required.

DUTIES : unpack the data and information requirements for research projects and develop a supporting specification/inventory. Define the data and information sources. Access on-line sources and extract the requisite data or information. Liaise with SOCs in the cluster to source the requisite data and information. Liaise with research institutions to source the requisite data and information. Liaise with policy and other Departments in the cluster to source the requisite data and information. Develop a repository, per assigned project, of all data and information products. Perform quality assurance and reliability testing on data and information received. Define data and information "gaps" and initiate processes to secure such data/information or escalate to Project Leader. In conjunction Project Leaders and Specialists define data- and information set requirements. Develop specifications for databases to support research initiatives. Develop databases/secure technical assistance for the development of complex databases. Oversee data capturing procedures and qualify assure datasets. Generate initial findings and statistical reports for assessment by Specialist and align according to needs requirements. Apply a variety of quantitative and qualitative analytical methods, such as cost-benefit, business case, and risk-sensitivity analyses methodologies. Interpret complex analyses findings into understandable reports. Present and explain projections and findings to Specialists or Project Teams.

ENQUIRIES : Ms Johanna Boya, Tel 012 431 1090

POST 03/81 : **SENIOR ANALYST: FUNDING, REF NO DPE/2018/017**
Specialist Stream: Financial Assessment and Investment

SALARY : R657 558 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE : Pretoria

REQUIREMENTS : Applications in possession of degree in Finance/ Economics /Business Science (NQF Level 7) as recognised by SAQA accompanied by at least 2 to 3 years'

experience in finance environment in one of these areas corporate finance, structured financed, project finance, investment banking or treasury . Excellent negotiator, ability to build and maintain sufficient internal and external work, sound financial analysis and modelling skills, strategic management, good leadership and excellent verbal and written communication skills. Relevant expertise in the following areas: Capital raising (local and international markets), transaction experience (deal origination, structuring and implementation), structured finance, project finance and private equity experience. Analytical innovative, creative and creative and conceptual finance thinking. Relationship building and customer service orientation. .

DUTIES : Collect and tabulate data informing processes to monitor, evaluate and report on the performance funding instruments approved for SOCs in the DPE Group. Provide analytical support services to Specialists to analyse major financial transactions to be entered into by SOCs requiring endorsement by the Shareholder Provide analytical support services to Specialists to analyse applications for the approval of funding instruments and coordinate processes for the approval thereof/issuing of state guarantees by National Treasury Collect funding performance data from SOCs. Perform reliability tests on funding data received from SOCs .Based on the outcome indicators for the review project develop dataset specifications and develop the database accordingly. Supervise capturing procedures and quality assure the reliability of the database. Perform data manipulation procedures. Generate performance reports. Develop dataset specifications and develop a review database to inform decision-making procedures and the building of sustainability models accordingly. Develop dataset specifications and develop a review database to inform decision-making procedures and the building of sustainability models accordingly. Supervise capturing and quality assure the reliability of the database. Perform data manipulation procedures. Generate analysis reports.

ENQUIRIES : Ms Dineo Masilo, Tel 012 431 1026

POST 03/82 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT, REF NO DPE/2018/018**
Unit: Human Resources Management

SALARY : R657 558 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of a relevant Bachelor's Degree in Industrial Psychology or HR and Post Graduate degree in Organisational Development. 3-5 years' experience in Human Resources and organizational development. Business process management, understanding and knowledge experience of Job Evaluation, Performance Management government processes and relevant legislation and policies with specific reference to the Public Service Act, Regulations and PSCBC Resolutions and prescripts. Research and analytical skills. Ability to work independently and as team member. Ability to work under pressure excellent verbal and written communication and strong negotiation skills, ability to interact effectively with stakeholders at different departmental levels.

DUTIES : Supervise and conduct HR policy analysis processes aimed at identifying legislative and regulatory imperatives, implementation, compliance and efficacy. Analyse OD monitoring information to produce personnel review and evaluation reports guiding management planning and policy decision- making processes. Scan the public service policy framework on a weekly basis and alert management accordingly/identify institutional needs/align departmental practices. Develop, maintain and facilitate the adoption of departmental organisational development and job grading policies and instruments aimed at the delivery of a highly professional support service to stakeholders. Provide technical advice on the alignment of the organisational structure with the mandate and strategy of the department. Provide consulting services to map operational and services delivery processes and activities with a view to identify alternative and cost-effective solutions for the delivery of services. Design organisational and structural model(s) optimally supporting delivery on the department's strategic objectives. Analyse the

departments Strategic Plan and develops proposals for an appropriate organisational and post establishment structure. The coordination and facilitation of Job description, job evaluation and job profiling. Develop job descriptions and ensure that job evaluation is conducted as required. Conduct functional analysis of the mandates of the department and applies best management systems to define departmental roles and responsibilities. Recommend allocation of posts and the total number of posts on the establishment of the department. Facilitate and enable prescribed and other consultation processes for the adoption of proposed changes to the organisational structure. Maintain the paper based and electronic record of the departments approved organisational and post establishment structure. Develop and maintain the department's policy framework on Job Descriptions and Job Evaluation. Administer the central inventory of Job Descriptions and ensure the updating thereof. Analyse changes to Job Descriptions and identify substantial changes to job content warranting the re-evaluation of posts. Develop and maintain the Department's Annual Job Evaluation Plan. Assign job evaluation tasks to Job Analysts and conduct job evaluations for more complex posts. Conduct research on the content of posts allocated for evaluation. Plan job evaluation process and identify interviewees for the analysis of posts allocated (prioritised) for evaluation. Distribute and analyse pre-interview questionnaires and base on research and content of completed questionnaire develop an interview strategy. Conduct job evaluation interviews. Develop submission to the Executing Authority to obtain approval for the recommendations of the DJEP. Assist with the identification and initiation of change processes within the department. Design and implement change management strategies, frameworks, methods and implementation plans. Facilitate acceptance and buy-in for change initiatives. Interventions and programmes by all stakeholders. Implement the management of identified change areas and priorities within the department and builds the capacity of line managers to implement strategic changes in their respective functional areas. Assist in the establishment of change management structure and builds the capacity of designated change agents.

ENQUIRIES

: Mr Benneth Baloyi, Tel 012 431 1029

POST 03/83

: **ANALYST TRANSPORT, REF NO DPE/2018/019**
Substream: Transport and Defence

SALARY
CENTRE
REQUIREMENTS

: R334 545 per annum
: Pretoria
: Applicant must be in possession of a Degree in Transport Management, Economics and Information Technology. At least 2-3 years working experience. Understanding of the Public Finance Management Act, Companies Act and King III report. Experience in project management and budget management. Strong leadership, strategic thinking, problem-solving, strong negotiation, analytical and well developed verbal and written communication skills with good interpersonal skills. Ability to work in a team. Highly proficient in the use of Microsoft Excel, Word and PowerPoint. Ability to work long hours and under pressure.

DUTIES

: Facilitate meetings and workshops with stakeholders. Research on topics supporting the government objectives. Ensure alignment between the Strategic Intent Statement and the MTSF. Liaise with SOCs to source the requisite data and information. Prepare a memorandum to the Minister with recommendations. In conjunction with Project Leaders and Specialists define the Key Performance Areas and identify Key Performance Areas. Assess the key performance areas of the SOC business operations. Review the business performance for the prior year. Facilitate meetings, workshops for the negotiation processes between the Department and the SOC. Develop an annual plan for the Shareholder Compact negotiation process. Prepare a decision memorandum to the Minister in recommendation for the approval of the Shareholder's Compact. Assess the operational performance of Transport Enterprises. Provide inputs / assessments into quarterly and annual report of Transport Enterprises in relation to Strategy and operations of the entities. Determine the various operational plan and annual plan targets for the Transport Enterprises for alignment with Government imperatives. Evaluate the Corporate Plans of the Transport Enterprises including their investment strategy and future operational plans. Provide operational and

infrastructure inputs within meetings, workshops, seminars etc. Attendance of project steering committees. Ensure that project milestone are achieved timeously and within the projected budget. Report to project updates including challenges that needs the Departmental intervention. Manage the relationship between the SOC and other national Departments involved in the project. Track project performance, specifically to analyse the successful completion of short and long term goals. Provide support on the review and implementation of policies, strategies and legislation. Liaise with SOCs in the cluster to source the requisite data and information. Liaise with policy and other Departments in the cluster to source the requisite data and information. Generate initial findings and statistical reports for assessment by Specialist and align according to needs requirements. Monitoring and evaluation of the implementation of MTSF deliverables. Provide operational assessments of PFMA applications

ENQUIRIES

:

Mr Benneth Baloyi, Tel 012 431 1029

POST 03/84

:

PROJECT ASSISTANT, FINANCIAL ASSURANCE, REF NO DPE/2018/020
Specialist Stream: Financial Assessment and Investment

SALARY

:

R281 418 per annum

CENTRE

:

Pretoria

REQUIREMENTS

:

Applicant must be in possession of three year degree in Business/ Project administration/ Management or an equivalent qualification (NQF Level 7) as recognized by SAQA accompanied by at least 2 to 3 years relevant experience in administrative, data capturing and minutes taking, understanding of project processes. Financial experience in Budget Administration will be an added advantage. Integrity and discretion in dealing with secret and confidential matters .Excellent communication (verbal and written) skills .Interpersonal skills. Excellent computer literacy Delivery and solutions orientated. Excellent planning, co-ordination and reporting skills. Flexibility and ability to work well under pressure. Ability to adhere to timeous responses and deadlines as well as be punctual.

DUTIES

:

Logistics Ensure Meeting/Event Arrangements (e.g. invite, venue, catering, equipment, etc.) are in place. Secretarial, Agenda development & distribution. Minute taking, preparation & distribution maintain. Assist with stakeholder engagement to obtain information and address issues of relevance to the Unit or Department. Assist with inter-departmental communications and engagements regarding issues / information related to the Unit or Department. Develop and maintain/update stakeholder database. Follow up on implementation of actions emanating from stakeholder and inter-departmental engagements and report thereon. Implement specific actions allocated to DPE. Study and review the relevant policy documents (IPAP, NDP, NGP, etc.) pertaining to the activities of the Unit to guide the activities of the Unit. Assist in drafting proposals, concept notes, TOR, etc. on specific areas of interest to the Unit for analysis. Assist in conducting studies (research and analysis) on sectors or areas of relevance to the Unit. Assess and provide inputs on the technical aspects of relevance to the Unit. Assist with monitoring and evaluation of the activities of the Unit to provide progress reports to the DG and Minister. Provide inputs in the assessment of the Corporate Plan and other reports of the SOC when requested. Collect data and inputs from SOC for briefing papers on their activities of relevance to the Unit. Draft submissions and monitor progress with approval. Co-ordinate budget according to projects of the Unit. Ensure that invoices are paid for services provided. Facilitate planning processes for the Unit. Develop quarterly reports for the Unit. Co-ordinate Portfolio of Evidence for the Unit. Arrange travel process, travel forms and claims. Maintain records of the Unit.

ENQUIRIES

:

Ms Dineo Masilo, Tel 012 431 1026

POST 03/85

:

SUPPLY CHAIN OFFICER REFERENCE NO DPE/2018/021
Unit: Corporate Management

SALARY

:

R226 611 per annum

CENTRE

:

Pretoria

REQUIREMENTS

:

Applicant must be in possession of an appropriate tertiary qualification in Finance, Public Management, Logistics and Supply Chain Management (NQF Level 6) as

recognized by SAQA. Must have completed Logistical Information System level 1 course. At least 2-3 years relevant working experience in Supply Chain Management, with working experience of LOGIS and BAS. Experience on INTENDA system will be an added advantage In depth knowledge of PFMA, PPPFA, Treasury Regulations, B-BBEE and other related prescripts. Good verbal and written communication skills, attention to detail, interpersonal relations, analytical skills, ability to work in accordance with and interpret policies. Fully computer literate

DUTIES : Arrange domestic and international travel on a daily basis. Follow up on outstanding travel forms. Registering travel forms on a daily basis and submit to Finance. Place Forex Order for officials travelling international. Arrange travelling bookings on night shift standby weekly and weekends. Maintain registers for Issuing of vehicles, fines, petrol cards and renewal of vehicle. Issuing of vehicles in line with approval. Perform Logbook verification procedures. Registering of traffic fines and administering of claims. Ensure the maintenance of the fleet vehicles, inclusive of booking services. Reconcile and administer the e-toll account. Maintain an efficient filing record for repair quotations. Conduct fleet vehicle inspections. Administer license renewal procedures. Administer the renewal of petrol cards and verify accounts for payment. Source quotations for good and services e.g. Venues, Catering and Stationery. Retrieving of CSD summary reports. Perform quotation analysis procedures in line with delegation framework and prepare approval documents. Assist with authorization of procurement advices. Maintain contract and quotations on LOGIS (LSCT). Send orders for stationery to the recommended suppliers. Follow up on outstanding deliveries. Receiving of physical stationery and toners delivered by service providers. Distribution of stationery and toners to business units. Receiving of stationery on LOGIS (RCRI) for payment. Approve PA on LOGIS (PAAP). Assist with the authorization of orders. Assist on the financial year end verification of assets. Communicate with Internal and External stakeholders. Preparation of manual orders when the system is offline.

ENQUIRIES : Ms Nikiwe Magqwashu, Tel 012 431 1222

POST 03/86 : **RECEPTIONIST/ADMIN ASSISTANT REF NO DPE/2018/022**
Unit: Corporate Management

SALARY : R152 862 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of senior certificate, grade 12. Excellent communication (verbal and written) skills .Interpersonal skills .Excellent computer literacy Delivery and solutions orientated. Flexibility and ability to work well under pressure. Ability to adhere to timeous responses and deadlines as well as be punctual.

DUTIES : Receive telephone calls and refer the calls to the correct persons. Receive and direct visitors to the relevant officials. Take messages and forward to the relevant official. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers .Maintain the reception area in a neat condition. Liaise with Security personnel to receive and direct visitors to the Office of the Minister / Deputy Minister. Receive and record documents/correspondence delivered to the Department. Maintain confidentiality of documents. Ensure that the documents/correspondence is handed to the relevant official/s. Render typing services .Render filing and document management services .Prepare draft letters of a routine nature. Check documents and compile schedules as directed. Check documents and capture data on various systems.

ENQUIRIES : Mr Simon Manganye, Tel 012 431 1012