

DEPARTMENT OF ENERGY

- APPLICATIONS** : The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
- FOR ATTENTION** : Mr. D Mbhokota/ Mr. T Kekana
- CLOSING DATE** : 16 February 2018
- NOTE** : Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted.

OTHER POSTS

- POST 05/18** : **DEPUTY DIRECTOR: LOGISTICAL SERVICES**
- SALARY** : R657 558 per annum (all-inclusive) (Level 11)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : National Diploma/ Degree in Public Procurement Management/Supply Chain Management & Operation Management with a minimum of 3 years at a Junior managerial level in Supply Chain Management PLUS the following key competencies, Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, SCM Framework, Logis, Thinking Demand: Problem Solving, Ability to Negotiate, Report Writing, Skills: Computer Literacy, Financial Management, Good verbal and written communication, Ability to communicate at all levels, Personal Attributes: Self-driven, Innovative and self-confident, Ability to work under pressure.
- DUTIES** : Control and ensure compliance (with national and departmental prescripts, policies and procedures) of the process of purchasing, receiving, storing, issuing and payment of/for goods and services; Develop, maintain and implement departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment of/for goods and services; Advise users and suppliers on national and departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment of/for goods and services; Manage the Sub-directorate: Monitor and ensure proper utilisation and maintenance of equipment, Evaluate and monitor performance appraisal of subordinates, Ensure capacity building and training of staff in the sub-directorate, Develop job descriptions for subordinates, Implement workplace discipline, Provide monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan, Provide inputs to the annual spending plans aligned to business plan on coming year, Perform a stakeholder analysis for the component and identify their needs and incorporate them in business planning process, Develop/review internal work process (SOPs) and provide inputs on the development/review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.
- ENQUIRIES** : Ms B Musi ☎012 406 7713

POST 05/19 : **ASSISTANT DIRECTOR: NUCLEAR NON-PROLIFERATION AUTHORISATIONS**

SALARY CENTRE : R417 552 per annum (Level 10)
: Head Office (Pretoria)

REQUIREMENTS : Degree in Natural Science/ Engineering Science (Postgraduate degree in Nuclear/ Radiation Science will be an added advantage) with 3 to 5 years' experience in nuclear industry (Nuclear Non-Proliferation will be an added advantage) PLUS the following key competencies: Knowledge of: Nuclear Policy and legislation, Nuclear Energy and Nuclear non-proliferation in particular, Government policies and processes, Departmental procedures and protocol, Project management, Research Skills: Computer literacy, Communication skills, Research and project management skills, Report writing skills, Management skills, Communication: Ability to communicate and present at high level events Creativity: Creative/Innovative thinker, Logical, Objective

DUTIES : Administer the authorisation applications for import, export, use, possession, dispose and transportation of nuclear material and related equipment, Administer the patent applications related to nuclear material, equipment and related technologies, Develop and maintain procedures and guidelines on the acquisition, possession, use, import, transport and export /disposal of nuclear facilities, materials, equipment and related technologies, Facilitate the process of importation & exportation of nuclear materials and related equipment, Ensure the maintenance of database and records of key role-players related to nuclear material on the import, export, use and possession of nuclear material and related equipment, Interact with relevant stakeholders.

ENQUIRIES : Ms. L Sedumoeng ☎012 406 7491

POST 05/20 : **ASSISTANT DIRECTOR FINANCIAL AUDITS: AUDIT SERVICES**

SALARY CENTRE : R334 545 per annum (Level 09)
: Head Office (Pretoria)

REQUIREMENTS : A Bachelor's Degree or National Diploma in Internal Auditing. Minimum of 3 years Internal Audit experience Plus the following key competencies: Knowledge of IIA standards, PFMA, Treasury Regulation, Thinking demand: Research skills, Analytical review, Skills: Evidence Collection, Good communications skills (verbal and written), Financial Management, Project management, Personal Attributes: Ability to work in team, Client orientation; Customer focus.

DUTIES : Participate in the preparation of the Annual and 3 year rolling audit plan: Provide key input into the development and alignment of the 3 year rolling audit plan and detailed annual Operational Audit plan and Provide inputs in planning for the Operational Audits on a quarterly basis and in advance & resources are correctly allocated based on skills required and availability Audit Planning: Conduct preliminary survey and necessary research on all planned and ad-hoc audit engagements, Review system description prepared by internal auditor and trainee, where necessary prepare system description, Supervise the preparation of the Risk and Control Matrix(RACM) by the Internal Auditors and Prepare the Audit Program Audit Execution: Ensure that all audit procedures on the approved Audit Program are performed, Testing effectiveness and efficiency of control by inspection of documents, observation of processes, recalculations, interviews and analysis of documentation, Ensure that working papers are prepared in accordance the Internal Audit Methodology, Review execution work conducted by Internal Auditor and trainees Audit Reporting: Review the Informal queries prepared by Internal Auditor and that all findings are reported, Discuss the Informal queries with the auditee, Prepare draft audit report and ensure that project evaluations and debrief are conducted at the completion of each audit, Identify internal process improvement opportunities e.g. updating the Methodology Provide managerial activities: Monitor and ensure proper utilization and maintenance of equipment, Evaluate and monitor performance appraisal of subordinates, Ensure capacity building and training of subordinates, Develop job descriptions for subordinates, Implement workplace discipline, Effective management of sub-ordinates' leaves, Allocate of work, Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan, Provide inputs to the annual spending plans aligned to business plan on coming year, Perform a stakeholder analysis for the component and identify

their needs - incorporate in business planning process, Develop/review internal work processes (SOPs) and Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified Recommendation: The position requires frequent travelling around the country and working long hours.

ENQUIRIES

: Mr M Figaret ☎(012) 406 7766