

TELECOMMUNICATIONS AND POSTAL SERVICES

The Department is an equal opportunity department and the Department's intention is to promote equity through the filling of these posts.

- APPLICATIONS** : Please hand deliver or courier your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to the Department of Telecommunications and Postal Services, iParioli Office Park, 1166 Park Street, Hatfield, Pretoria, Block E, Ground Floor (Cnr Park and Grosvenor Street or Park and Jan Shoba Street). Due to the limited time frame to fill the positions, applications posted and received after the due date, will not be considered even if the application was posted before the due date.
- FOR ATTENTION** : Ms Louisa Kgang/Ms Tania Beukes/Mr Thabo Rangwato
- CLOSING DATE** : 23 February 2018
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department, should be accompanied by a recently updated comprehensive CV, and certified copies (not older than six (6) months) of all qualification, statement of results and ID document/Passport. Applications received after the closing date will not be considered. Faxed or e-mailed applications will not be considered. If applying for more than one position, all applications must be on separate application forms. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after the three (3) months period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

OTHER POSTS

- POST 06/68** : **DEPUTY DIRECTOR: ACCOUNTS (REF: DDA)**
- SALARY** : A basic salary of R657 558 per annum
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : A relevant three year tertiary qualification majoring in Accounting and/or Financial Management at NQF level 6 (NQF level 7 will be an added advantage), as recognized by SAQA. At least 5 years or more experience in Public Financial Management, 3 years must be at middle management level (Assistant Director/Deputy Director). Skills and Competencies: Knowledge of Public Financial Management Act, Treasury Regulations, Finance policies, prescripts and practices, Accounting standards and systems in government, SCM policies and procedures, techniques and practices of PERSAL, SAFETYWEB, LOGIS, BAS and Vulindlela utilization, Preferential Procurement Policy Framework Act (PPPFA) and Broad Base Black economic empowerment (BBBEE). Principles and practice of accounting. Good communication skills (both written and verbal), job knowledge, numerical, analytical, problem solving, financial management, team work, planning and execution.
- DUTIES** : The successful candidate will implement financial policies and procedures to ensure effective and efficient budget management within the DTPS to ensure compliance with PFMA, treasury regulations, and other relevant regulations. Be able to draw information on Vulindlela, reconcile to relevant systems. Compile financial statements in accordance with the treasury guidelines and PFMA for reporting and compliance purposes. Maintain effective, efficient and transparent financial and other systems to improve internal controls and accuracy of information. Ensure compliance with the PFMA, Treasury regulations, Generally Accepted Accounting Practices (GAAP) and other relevant regulations. Ensure timeous and accurate recording of revenue, expenditure, assets and liability accounts so that there is readily available

updated information. Manage the preparation of monthly reports for submission to the Accounting Officer and National Treasury for compliance purposes. Act as a system controller for the BAS and SAFETYWEB systems to ensure access, proper control and segregation of duties and functionality of the system. Ensure effective and efficient management of the cashier's office, bookkeeping and salaries for purposes of improved service delivery.

ENQUIRIES : Ms Tania Beukes (012) 427 8184/ Ms Louisa Kgang (012) 421 7006/Mr Thabo Rangwato (012) 427 8533

POST 06/69 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY (REF: ASDPS)**

SALARY : A basic salary of R334 545 per annum

CENTRE : Pretoria, Hatfield

REQUIREMENTS : A relevant tertiary qualification in a safety and security management field discipline or Security Managers course at NQF level 6, as recognized by SAQA. At least 3-5 years' experience in the safety and security field and NIA Security Advisory Training will be an added advantage. Skills and Competencies: Knowledge of Relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS), Departmental Business Processes, National Information Security policy, Safety and Security Risk and threats management, Safety and security management administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, physical security of IT infrastructure, fire regulation and fire protection and communication security), Security environment (State Security Agency, South African Policy Service, NPA), Security breaches and investigations, and registered with PSIRA. Must have excellent communications skills (both written and verbal), leadership and management, effective communication at all levels, report writing, presentation, planning and organising, programme and project management, Interpersonal and diplomacy, computer literacy, detecting, analytical thinking, problem solving, decision making, motivational and conflict management skills.

DUTIES : The successful candidate will provide strategic support service to the Deputy Director: Security & facilities in terms of Physical security and security contract administration in ensuring that an effective, efficient and robust security systems exist and effectively managed within the department in terms of the Minimum Information Security Standards and other physical security prescripts of the South African Police Service (SAPS). Develop and implement a physical security policies and procedures within the Department. Develop physical security strategy for the department. Manage outsourced security and all security contracts of the department. Develop and implement security-related training and awareness programmes. Interact with security-related and relevant authorities (SAPS; SSA; SIU; etc). Standardise physical security measures within the department.

ENQUIRIES : Ms Tania Beukes (012) 427 8184/ Ms Louisa Kgang (012) 421 7006/Mr Thabo Rangwato (012) 427 8533