

### THE PRESIDENCY

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.*

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.
- FOR ATTENTION** : Mr K Futhane
- CLOSING DATE** : 23 February 2018 @16h30
- 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). All shortlisted candidates 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 by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. In addition, your qualifications(s) will be submitted to SAQA for verification. Failure to submit the requested documents will result in your application not being considered.

### MANAGEMENT ECHELON

- POST 06/77** : **CHIEF DIRECTOR: LEGAL AND EXECUTIVE SERVICES (LES)**  
Chief Directorate: Legal and Executive Services (LES)
- SALARY** : All-inclusive package of R1 127 334 per annum (Level 14)
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB and Admitted as Attorney or Advocate. LLM will be an added advantage. A minimum of ten (10) years' relevant experience within identified relevant areas of speciality, of which at least five (5) years must be on Senior Management level. Experience in the public service is essential. Knowledge and understanding of legislation applicable in the public service, expertise in the government corporate management framework, financial management, problem solving and analysis, people management and empowerment, risk management, strategic planning and supply chain management prescripts.
- DUTIES** : The successful candidate will be responsible for: Giving legal advice and drafting legal opinions on the application and effects of national legislation, Provide strategic direction to the unit and quality assurance on all legal issues and legal documentation in support of The Presidency. Provide day-to-day management of LES staff and provide PSLAs with support. Manage LES Communications and Stakeholder Relations. Manage and administer information and documents for LES. Conduct Strategic Planning, Budgeting and MTEF processes of the LES Chief Directorate to ensure high performance and cost effectiveness of legal services. Management of Legal risks.
- ENQUIRIES** : Ms L Boshielo (012) 300 5864
- POST 06/78** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Chief Financial Officer
- SALARY** : All-inclusive remuneration package of R948 174 per annum (level 13)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year Bachelor's degree or equivalent qualification on NQF level 7 (as recognised by SAQA). A minimum of five (5) years' experience at middle/senior managerial level in a Supply Chain Management environment. Candidates must have the following competencies: Excellent

verbal communication and report writing skills. Good computer skills, client orientation and customer focus. Sound financial management skills. Problem solving and analysis skills. Excellent strategic capability and leadership. Program and project management, People management and empowerment, change management, Public Service Regulatory Framework, Policy formulation process within Government, Business and management principles involved in strategic planning as well as resource allocation. Good understanding of monitoring and evaluation methods, tools and techniques.

**DUTIES** : The successful candidate will be responsible for: Providing a support service to the Chief Financial Officer and other Senior Managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and Treasury Regulations. Providing strategic direction with regard to Supply Chain Management functions to the Directorate and the department. Management of Assets, Demand Management, Logistics and Acquisition sub-directorates as well as the Transport section. Managing the Department's LOGIS System. Providing assistance with the determination of bid evaluation criteria and compilation of tender documents, evaluation of bids and recommendation to the Bid Committees. Liaising with relevant role players in the financial environment regarding transversal matters.

**ENQUIRIES** : Mr K Futhane Tel: (012) 300-5995

#### **OTHER POSTS**

**POST 06/79** : **HOUSEKEEPING MANAGER**

**SALARY** : R334 545 per annum (level 9)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate plus an appropriate Bachelor's Degree/ National Diploma or equivalent qualification on NQF level 6 in Hospitality Management or related field. Minimum of three (3) years' experience in Hospitality Management or related field. Candidates must have the following competencies: Communication, both oral and writing. Client orientation and customer focus, honesty and integrity, service delivery innovation and must be willing to work extended hours, when necessary. Comprehensive knowledge of policies and practices related to hospitality industry customers. Knowledge of the relevant general public service-wide legislation, Client orientation and customer focus, willing to work extended hours, when necessary.

**DUTIES** : Coordinate and provide Cleaning and Laundry services in the official residence. Conduct routine checks in all public and private and immediate surrounding areas of the official residence to ensure cleaning and hygiene standards are maintained. Develop cleaning checklist and establish reporting system. Coordinate the provisioning of Accommodation services in the official residence. Ensure all preparations and arrangements for the comfort of residents and guest's accommodation requirements are in place and to the relevant standards and specifics of the residents. Liaise closely with catering management to ensure relevant information relating to residents and guests special requirements are communicated. Coordinate the provisioning of events management in the official residence. Liaise with Manager and Principals about specific needs for events that need planning. Communicate the plan to the team and provide them with information on their roles and responsibilities. Develop deployment plan and obtain overtime pre-authorisation. Coordinate administration duties in respect of Housekeeping operations. Manage and maintain the Housekeeping inventory and order new supplies when necessary. Prepare and provide periodic reports of all Housekeeping related expenditure to Household Manager. Control and manage the relevant asset registers. Record and report losses and damages. Supervise the Household housekeeping personnel. Ensure Performance Agreements are developed, conduct performance reviews and assessments of subordinates. Manage in-service training and development.

**ENQUIRIES** : Mr J Human, Tel: (012) 342 2566

**POST 06/80** : **HOUSEKEEPING MANAGER**

**SALARY** : R334 545 per annum (level 9)

**CENTRE** : Cape Town

<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate plus an appropriate Bachelor's Degree/ National Diploma or equivalent qualification on NQF level 6 in Hospitality Management or related field. Minimum of three (3) years' experience in Hospitality Management or related field. Candidates must have the following competencies: Communication, both oral and writing. Client orientation and customer focus, honesty and integrity, service delivery innovation and must be willing to work extended hours, when necessary. Comprehensive knowledge of policies and practices related to hospitality industry customers. Knowledge of the relevant general public service-wide legislation, Client orientation and customer focus, willing to work extended hours, when necessary.
<b><u>DUTIES</u></b>	:	Coordinate and provide Cleaning and Laundry services in the official residence. Conduct routine checks in all public and private and immediate surrounding areas of the official residence to ensure cleaning and hygiene standards are maintained. Develop cleaning checklist and establish reporting system. Coordinate the provisioning of Accommodation services in the official residence. Ensure all preparations and arrangements for the comfort of residents and guest's accommodation requirements are in place and to the relevant standards and specifics of the residents. Liaise closely with catering management to ensure relevant information relating to residents and guests special requirements are communicated. Coordinate the provisioning of events management in the official residence. Liaise with Manager and Principals about specific needs for events that need planning. Communicate the plan to the team and provide them with information on their roles and responsibilities. Develop deployment plan and obtain overtime pre-authorisation. Coordinate administration duties in respect of Housekeeping operations. Manage and maintain the Housekeeping inventory and order new supplies when necessary. Prepare and provide periodic reports of all Housekeeping related expenditure to Household Manager. Control and manage the relevant asset registers. Record and report losses and damages. Supervise the Household housekeeping personnel. Ensure Performance Agreements are developed, conduct performance reviews and assessments of subordinates. Manage in-service training and development.
<b><u>ENQUIRIES</u></b>	:	Mr E White, Tel: (021) 689 9121
<b><u>POST 06/81</u></b>	:	<b><u>CATERING MANAGER (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (level 9)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate plus an appropriate Bachelor's Degree/ National Diploma or equivalent qualification on NQF level 6 in Catering Management or related field in Culinary Studies. Minimum of three (3) years' relevant experience. Candidates must have the following competencies: Communication, both oral and writing. Client orientation and customer focus, honesty and integrity, service delivery innovation and must be willing to work extended hours, when necessary.
<b><u>DUTIES</u></b>	:	Coordinate, provide and maintain a consistent high standard of catering service, daily food and beverages services at the official residence. Leading and managing catering personnel in the preparation, cooking, garnishing and presentation of food. Meeting with Household Manager to discuss menus for the Principals, family and guests in the official residence. Determine how food should be presented and create decorative food displays. Collaborating with staff to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and likely number of guests. Attend to Principals and guests personal requests and special dietary demands/restrictions. Managing and co-ordinating the preparation and servicing of food and beverages, set-up tables and chairs in accordance with standards and specifications. Establishing, implement and maintain an acceptable catering standard and ensure a healthy environment. Setting the standard for preparation of food and beverages and ensure that the general objectives for Household are achieved. Conducting routine environment analysis and spot checks. Demonstrate new cooking techniques and equipment to staff. Ensure that all security regulations are followed and adhered to. Coordinating the provisioning of events management in the official residence. Contribute in developing events plan to ensure coordination of catering activities. Obtain the guests list and make logistical arrangements. Coordinating administration duties in respect of the catering section. Ensuring

Catering unit's adherence to Human Resource/ Financial/ Procurement policies and procedures. Coordinating planning, budgeting and purchasing of all the catering operations within the establishment. Responsible to compile monthly catering expenditure reports. Assisting with the managing of Household petty cash and accounting. Manage stores and track inventory and order new supplies when necessary. Supervise the Household catering personnel. Ensure Performance Agreements are developed; conduct performance review and assessment of subordinates. Ensure and manage the correct catering and safety attire for all catering personnel. Manage work allocation and ensure employees are utilized efficiently and effectively. Advise the Household on policy matters related to catering. Manage in-service training and development

**ENQUIRIES**

: Mr J Human, Tel: (012) 342 2566