

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 : 09 March 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 Females and people with disabilities are encouraged to apply; email or fax applications will not be accepted.

MANAGEMENT ECHELON

POST 08/33 : **DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND COMPLIANCE**

SALARY : R1 307 973 per annum, all-inclusive package (Level 15)

CENTRE : Pretoria

REQUIREMENTS : Post Graduate Degree in Public Management/ Business Management/Law with Minimum of 8 years' experience in Senior Management within the governance and compliance PLUS the following key competencies, Knowledge of Enterprise-wide risk management, Internal Audit ,PFMA, Corporate governance, Financial Management, Project Management, Research ,Public Service Knowledge and understanding of DoE policies, functions, projects, etc. Strategic planning Government policies, Skills: Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management & Organization skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical, Organizing and coordinating, Facilitation and implementation, Financial Management, Negotiation and consultation skills, Problem solving and analysis Strategic capability and leadership, Change Management, Thinking Demands: Creative/Innovative thinker, Ability to analyze information, Logical, Objective, Accurate, Diplomatic. DUTIES: Manage/co-ordinate departmental strategic planning, risk management, monitoring and evaluation, State Owned Enterprise oversight and International coordination. Give strategic planning direction and guidance with respect to strategic planning, risk management, monitoring and evaluation, State Owned Enterprise oversight as well as international coordination. Support the Minister, Director-General and other senior managers in the execution of their functions relating to strategic planning, risk management, monitoring and evaluation, State Owned Enterprise oversight as well as international coordination, Liaise with the relevant role-players, Manage the branch.

ENQUIRIES : Mr T Maqubela (012) 406 7668

POST 08/34 : **DEPUTY DIRECTOR- GENERAL: ENERGY PROGRAMMES AND PROJECTS**

SALARY : R 1 370 973 per annum all-inclusive package (Level 15)

CENTRE : Pretoria

REQUIREMENTS : A post graduate degree in Engineering, Science, Economics or Finance or Energy Studies or Project with Minimum of 8 years' experience in Senior Management within the energy sector environment PLUS the following key competencies: Knowledge of The South African energy sector, Project Management, Financial Management, Research, Public Service Knowledge and understanding of DoE policies, functions, projects, etc. Strategic planning, Government policies, Skills: Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation

skills, Proven management skills, Management & Organization skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical, organizing and coordinating, Facilitation and implementation, Financial Management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership, Change Management, Thinking Demands: Creative/Innovative thinker Ability to analyse information, logical, objective, accurate and diplomatic. DUTIES: Provide strategic direction, guidance and oversight with regard to the management and coordination of all programmes/projects to promote universal access to Energy as well as the education of the public pertaining to Energy as well as the education of the public pertaining to the various Energy issues; the management and coordination of all capital and infrastructure programmes/projects; and the development, maintenance and implementation of a project management principles and monitor and report on the strategic outcomes, intermediate outcomes, outputs and performance targets. Advise the Minister, Deputy Minister, Director General and Management on the management and coordination of all energy related projects. Liaise and interact with stakeholders in the Energy sector on the management and coordination of all energy related projects. Manage the Branch Energy Programmes and projects

ENQUIRIES

: Mr T Maqubela (012) 406 7668

POST 08/35

: **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

SALARY

: R1 370 973 per annum, all-inclusive package (Level 15)

CENTRE

: Pretoria

REQUIREMENTS

: Post graduate Degree in Public Administration/Human Resource Management or equivalent qualification coupled with a minimum of 8 years senior management experience in the corporate services environment PLUS the following key competencies: Knowledge of Proven experience in strategic planning and policy development, Understanding of DoE policies, functions, projects etc, Proven working experience in implementing policies and procedures in administration, financial management and project management, Sound working knowledge of corporate governance framework, Proven experience in monitoring adherence to legislation, regulations and standards, Knowledge of the Constitution of the Republic of South Africa, In-depth knowledge of the National Economic Development strategy and National Development Plan, Skills: Strategic capability and leadership, Management and organizational skills, Information technology, Creativity and innovation, Analytical, Numerical, Organizing and Co-ordination, Facilitation and implementation, Financial Management, Negotiation and Consultation, Problem solving and analysis, Change management, Policy development, Legal interpretation and implementation, Communication: Ability to communicate (both verbal and written) with executive management and all levels throughout the organization, Internal and external communication and liaison, Speech writing, Well-spoken and receptive to suggestions, Well-developed interpersonal relationships at all levels: Creativity, creative and innovative thinker, Logical and objective, High level of diplomacy. DUTIES: Provide strategic direction, guidance and oversight with regards to human resources management and development as well as provisioning of support and advisory services to the Department, Oversee the provisioning of strategic ICT management support and advisory services to the Department, Oversee the management of auxiliary and security support services to the Department, Oversee the provisioning of legal support and advisory services to the Ministry and the Department, Ensure effective and efficient representation of the Department in various committees and forums relevant to corporate support services

ENQUIRIES

: Mr T Maqubela (012) 406 7688

POST 08/36

: **DEPUTY DIRECTOR-GENERAL: CLEAN ENERGY**

SALARY

: R1 370 973 per annum, all-inclusive package (Level 15)

CENTRE

: Pretoria

REQUIREMENTS

: Post Graduate Degree in Natural Science/Development Studies/Environmental Science or Civil/Chemical Engineering with a Minimum of 8 years' experience in Senior Management within the Clean Energy environment PLUS the following key competencies: *Knowledge of:* Energy sector with specific reference to clean and renewable energy, Financial Management, Project Management, Research, Public Service Knowledge and understanding of DoE policies, functions, projects, etc. *Strategic planning, Government policies Skills:* Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management & Organization skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical, Organizing and coordinating, Facilitation and implementation, Financial Management, Negotiation and consultation skills, Problem solving and analysis Strategic capability and leadership, Change Management. *Thinking Demands:* Creative/Innovative

thinker, Ability to analyze information, Logical, Objective, Accurate, and Diplomatic. *Personal Attributes:* Strong and independent leader, Innovative and Assertiveness, Commitment, Reliability, Ability to work under pressure, Communicate on all levels, Flexibility, Receptive to suggestions, Cooperative to suggestions, Cooperative, Good Communicator in various languages and to work in a team and independently.

DUTIES

: Provide strategic direction, guidance and oversight with regard to Climate change and environmental issues as far as it pertains to the generation /refinement, transmission, Distribution and use of energy, Programmes to enhance/promote the generation and use of clean and renewable energy and Energy efficiency. Advise the Minister, Deputy Minister, Director-General and Management on clean and renewable energy, climate change and environmental issues as well as energy efficiency and related matters. Liaise and interact with stakeholders in the energy sector on clean and renewable energy, climate change and environmental issues as well as energy efficiency and related matters. Support the Minister, Deputy Minister, Director-General and Management on clean and renewable energy, climate change and environmental issues. Manage the Branch: Clean Energy

ENQUIRIES

: Mr T Maqubela (012) 406 7668

NOTE

: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subjected to the signing of performance of the performance agreement, employment contract and financial disclosure