

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 Government Avenue, Union Buildings, Pretoria.
- FOR ATTENTION** : Mr K Futhane
- CLOSING DATE** : 15 June 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). All shortlisted SMS candidates 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. Failure to submit the requested documents will result in your application not being considered. Candidates will be subjected to a security clearance up to the level of "Top Secret".

MANAGEMENT ECHELON

- POST 22/86** : **DIRECTOR: CONTENT SUPPORT AND RESEARCH, DRAFTING AND SPEECHWRITING**
(Contract up to 31 March 2019)
Chief Directorate: Media Liaison and Public Relations (Private Office of the President)
- SALARY CENTRE REQUIREMENTS** : All inclusive remuneration package of R948 174 per annum (Level 13)
: Pretoria
: An appropriate Bachelor's degree or equivalent qualification (NQF level 7) plus a minimum of 5 years' experience at a Middle/ Senior Managerial level. An Honours degree will serve as an advantage. Core competencies: be professional; highly motivated; initiative and critical thinker who will be able to gather and analyse information skillfully; good interpersonal skill; have excellent computer skills; have effective oral and written communication skills; experience in speech writing; research skill; have excellent organizational and planning skills flexible with ability to work on multiple projects simultaneously; have sense of urgency and ability to identify and resolve problems in a timely manner; be able to work independently and under pressure; have project management knowledge and experience; and integrity and trust. Knowledge management: Problem solving and analysis; good computer knowledge, good telephone etiquette; program and project management; Public Service Regulatory Framework and Policy formulation process within Government.
- DUTIES** : The successful candidate will be effective and efficient in the drafting of consistently high-quality, well-written and thought provoking materials under pressure and according to tight deadlines. The research and preparation of speeches, remarks, toasts, op-eds, opinions and articles that articulate the national and international vision and ideas of the principal that are in turn aligned to the strategic objectives of the Private Office of the President and the Presidency. The research and formulation of responses to Parliamentary questions (written and

oral). Consulting and advising the Chief Director: Communications and his/her team on the form and content of speeches and other materials in order to have the highest impact on target audiences, in line with the Presidency's priorities and communications strategy. Contributing to strategic decision-making about the communications of the Private Office of the President, including public statements, speeches and written contributions through various media formats. Identifying and developing newsworthy ideas/topics and identifying possible high-profile media engagement opportunities for the Private Office of the President and the Presidency. Managing the Content Support Unit in the Chief Directorate: Communications which includes supervision of staff and overseeing the content generation process. Editorial oversight with regards to factual accuracy, alignment with government policy, as well as style and grammatical correctness. Working with the Chief Directorate: Communications to ensure alignment and consistency of the said speeches, op-eds, opinions and articles with other substantive written material including but not limited to briefing notes, concept documents, talking points, key messages and media Q&A's. Undertaking original research on a range of national and international topics as needed to substantively inform the speechwriting process. Research and write speeches and notes that articulate the national and international vision and ideas of the President, which are aligned to the strategic objectives of the Private Office of the President and The Presidency; Engage and liaise with various departments and stakeholders on content-related matters.

ENQUIRIES : Ms L Boshielo Tel No: (012) 300 5864

OTHER POST

POST 22/87 : **CATERING MANAGER**
Directorate: Corporate Support Services

SALARY : R334 545 per annum (Level 09)
CENTRE : Cape Town

REQUIREMENTS : 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.

DUTIES : 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. Perform Occupational Health and Safety functions in the Household.

ENQUIRIES

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Ms B Fortuin, Tel No: (021) 689 2764