

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/ Peter Ndlovu
- CLOSING DATE** : 22 June 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.
- ERRATUM:** kindly note that the post of **Personal Assistant to the Chief Director: Finance and Supply Chain Management** advertised in vacancy circular 21 dated 25 May 2018 has been erroneously advertised with incorrect salary level; the correct salary is R226 611 per annum (Level 07). However applicants who applied before need not re-apply as their applications will still be considered. The closing date for this post is extended till 15th June 2018. For enquiries please contact Ms. M Mpuru ☎012 406 7330

OTHER POSTS

- POST 23/05** : **DEPUTY DIRECTOR: SECURITY ADMINISTRATION**
- SALARY** : R657 558 (all-inclusive) per annum (Level 11)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma in Information Technology/Computer Science/Business Information with a minimum of three (3) years' experience at a junior managerial in an IT security and networks environment PLUS the following key competencies, Knowledge of: Keep abreast of privacy and Security Legislation, Regulations, Advisories, Alerts and vulnerabilities, ICT infrastructure and systems, Ability to develop and deliver presentations. Thinking Demand: Ability to think at operational and strategic levels, Analytical thinker, Decisive (ability to take key decisions). Skills: Good communication skills. Personal Attributes: Dedicated.
- DUTIES** : Develop security standards, procedures and guidelines for multiple platforms and diverse systems environment. Oversee /Review the development and testing of security plans, products, control techniques, conduct active penetration tests and make recommendations thereof. Analyse information security incidents and liaise with stakeholders. Do research to ensure innovative solutions for IT Network Security and recommend appropriate corrective action for these incidents, i.e. studying the proliferation of viruses, hacker intrusion and content published on internet. Provide managerial activities
- ENQUIRIES** : Mr. L Mothudi ☎012 406 7698

POST 23/06 : **ASSISTANT DIRECTOR: INTERNAL CONTROL**

SALARY : R334 545 per annum (Level 09)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Accounting/Financial Management with a minimum of three (3) years' experience in an Accounting environment PLUS the following key competencies, Knowledge of: Public Finance Management Act, Treasury Regulations, DoRA, Basic accounting System, Logis, Persal. Thinking Demand: Problem solving, Creativity, Ability to Negotiate. Skills: Computer Literacy, Good verbal and written communication, Ability to communicate at all levels. Personal Attributes: Self-driven, Innovative and self-confidence, Ability to work under pressure. Recommendation: Completed articles will serve as an added advantage.

DUTIES : Implement, monitor and review CFO branch policies, standard operating procedures, delegations of authority and internal controls. Identify shortcomings in terms of application of process and report on internal control efficiencies with recommendations. Identify potential risks and update branch risk register. Respond to auditors (internal and external) queries. Coordinate and Compile Interim Financial Statements and Annual Financial Statements, including the preparation and follow up of annexures and work papers. Coordinate and compile consolidated monthly, quarterly and annual compliance reports. Provide managerial activities.

ENQUIRIES : Ms. S Dlamini ☎012 406 7964