

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	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)
<u>FOR ATTENTION</u>	:	Mr. D Mbhokota/ Mr. T Kekana
<u>CLOSING DATE</u>	:	13 July 2018
<u>NOTE</u>	:	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. N.B email or fax applications will not be accepted.

OTHER POSTS

<u>POST 26/11</u>	:	<u>DEPUTY DIRECTOR: PHYSICAL SECURITY</u>
<u>SALARY</u>	:	R697 011 per annum (Level 11) (inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree/ National Diploma in Security Management and Grade A PSIRA Certificate with minimum of 3 years' experience at a junior managerial role in physical security management PLUS the following key competencies Knowledge of: Minimum Physical Security Standards, Minimum Information Security Standards, Information and Knowledge management, Policy formulation, Investigations awareness programme, Departmental policies and procedures, Occupational Health and Safety Act, Fire Regulations, Thinking Demand: Analytical thinking, Creativity Skills: Computer Literacy, Communication, Reporting skills, Interpersonal skills, Conflict Resolution and negotiations skills, Operating & auditing skills, Disaster & recovery skills, Understanding & managing security risks, Conduct research, Understanding of electronic security systems, Analytical and innovative thinking Personal Attributes: Self driven, Ability to work under pressure, Ability to communicate at all levels, Flexibility, well-spoken receptive to suggestions, Co-operative, good communicator in various languages, Able to work in teams and independently, Assertive, precise and non-aggressive, cautious and disciplined, Honesty and integrity.
<u>DUTIES</u>	:	Conduct physical security audits as per MISS guideline and ensure implementation of recommendations, Oversee/execute surveys and contingency planning services in the department, Conduct physical security appraisals on all departmental buildings, Identify security deficiencies pertaining to accommodation; and Implement Minimum Physical Security Standards and Minimum Information, Security Standards in all offices of the Department; Ensure proper access control is provided at all departmental premises to promote the safety and security of people and property; Coordinate security training and awareness programmes for officials in the Department including security staff (e.g. evacuation drills); Provide and maintain a healthy and safe working environment in accordance with the contingency plan; Coordinate security services for all Departmental events; and; Conduct security risk/threat assessment and facilitate security counter

measure in the Department; Manage and control security services within departmental offices; Develop and implementation of security measures, policies and SoP's to protect personnel, assets and information of the Department, Review security policy and SoP's, Monitor and ensure compliance to MPSS/MISS an departmental policies related to physical security, Manage and coordinate security training and awareness programmes for officials in the department, Facilitate investigation of security breaches in the Department; Liaison with other security and law enforcement agencies as well as relevant internal and external authorities; e.g. SAPS & SSA, Manage the Sub-directorate, Monitor and ensure proper utilisation and maintenance of equipment; Evaluate and monitor performance appraisal of subordinates; Ensure capacity building and training of staff; Develop job descriptions for subordinates; Implement workplace discipline; Effective management of subordinate's leaves; Allocation of work; Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan; Provide inputs to the annual spending plans aligned to business plan; Perform a stakeholder analysis for the component and identify their needs – incorporate in business planning process; Develop/review internal work processes (SOPs); and Provide inputs on the development/review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

ENQUIRIES : Ms TS Nengwekhulu Tel No: (012) 406 7704

POST 26/12 : **ASSISTANT DIRECTOR: INTERNAL CONTROL**

SALARY : R356 289 per annum (Level 09)

CENTRE : Head Office: Pretoria

REQUIREMENTS : National Diploma in Accounting / Cost and Management Accounting / Finance / Internal Auditing with minimum of 3 years' relevant experience in the field of finance which must include Internal Control and/or Financial Reporting experience as a state Accountant. Completed articles will be an added advantage. PLUS the following key competencies: Knowledge of Auditing/Accounting, Understanding of all applicable financial legislations, policies, practices and procedures, Public Finance Management Act, Treasury Regulations, DoRA, Basic accounting System, Logis, Persal, Standard Charts of Accounts, Thinking Demand: Problem solving, Creativity, Ability to Negotiate, Skills: Computer Literacy, Good interpersonal relations and communication skills, Ability to work independently in a highly pressurized environment ,Personal Attributes: Self-driven, Innovative and self-confidence, Ability to work under pressure, Learning Field: Financial field. Recommendation: It is recommended that the post of Assistant Director: Internal Control be filled for efficient implementation, monitoring and review CFO Branch policies, Coordinate and Compile IFS and AFS, including the preparation and follow up of annexures and work papers etc.

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 Annul 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 Tel No: (012) 406 7964

NOTE : This post is re-advertised and people who previously applied are encouraged to re-apply.