

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 1090 Infotech Building, Arcadia & Hilda Street, Hatfield 0028 or 642 Cnr Olivia street and Jacqueline Drive, Garsfontein Pretoria, Postal Address: P.O Box 394, Menlyn, 0063 or by email: dpe1@basadzi.co.za; Tel No: 012 998 8953/8049
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 14 September 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). 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 screening and 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.

MANAGEMENT ECHELON

- POST 35/52** : **DEPUTY DIRECTOR – GENERAL: CORPORATE MANAGEMENT REF NO: DPE/2018/072**
Unit: Corporate Management
(This is a re-advertisement, applicants who previously applied must reapply)
- SALARY** : R1 446 378 per annum (all-inclusive flexible remuneration package consisting of basic salary of 70% and a 30% flexible portion that can be structured according to individual needs)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a postgraduate degree in Business Administration (NQF Level 8) as recognized by SAQA accompanied by 8-10 years' experience at a senior managerial level. The successful candidate must be a dynamic and confident person. Knowledge and understanding of Public Service Regulatory Framework, strong leadership and management capability. Stakeholder management. Strategic thinking, problem solving skills, strong analytical skills and communication skills and Financial Management skills.
- DUTIES** : Direct and manage the provisioning of effective, efficient and economical financial and supply chain management services. Direct and manage the provisioning of effective, efficient and economical human resource and office management services. Direct and manage the provisioning of effective, efficient and communication management services Direct and manage the establishment and maintenance of appropriate systems (analytical tools, information systems and models or projections of cost behavior) and policies to ensure effective and efficient management of financial resources and assets within DPE. Manage the provisioning of technically support services to the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999, the Treasury Regulations, Treasury Practice Notes and King IV Report. Manage processes for the formulation of creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Direct and manage the provisioning of human resource system development and planning services. Recruitment, selection and career management services. Employee benefit administration services. Employee relations services. Staff development services. Employee support services. Coordinate departmental mandate processes in the HRM space. Exercise delegated powers in terms of the provisions of the Public Service Act, 1994 and Public Service Regulations. Coordinate and facilitate processes to establish the HRM function as a strategic partner and ensure that appropriate service delivery standards are established; and internal procedures and processes are on a continuous basis reviewed and aligned to add value to the operations of

the Department without compromising internal control arrangements. Direct and manage the provisioning of office and security management services. Manage a professional team of experts with a view to oversee and direct the provisioning of internal and external communication and media services. Provisioning of marketing and public relations services. Publication, webpage, intranet and graphic services; and customer care services. Represent the strategic intent (including funding) of the communication and marketing functions within the executive governance structures of the Department. Promote at executive management level the utilisation of IT as a strategic business process enabler. Oversee the development, maintenance and implementation of the DDPE Master Systems Plan. Represent the strategic intent (including funding) of the IT and ICT functions within the executive governance structures of the Department. Oversee the development, maintenance and delivery on the Work Plan of the DGITO function Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit's Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Unit. Oversee strategic and annual planning processes for the Unit and ensure compliance with the DPE's Strategic Planning and Performance Review Agenda. Direct the utilisation of technology in support of the Unit's business processes.

<u>ENQUIRIES</u>	:	Ms Henriëtte Strauss Tel No: 012 431 1022
<u>POST 35/53</u>	:	<u>DEPUTY DIRECTOR – GENERAL: SOC GOVERNANCE ASSURANCE AND PERFORMANCE REF NO: DPE/ 2018/073</u> Unit: Governance Assurance and Performance
<u>SALARY</u>	:	R1 446 378 per annum (all-inclusive flexible remuneration package consisting of basic salary of 70% and a 30% flexible portion that can be structured according to individual needs)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A relevant post graduate qualification at NQF level 9 in Legal and/or Business Administration and/or Accounting. At least 8-10 years' senior management experience of which 5 years' must be at SMS level in the public service. The successful candidate must be a dynamic and confident person. Knowledge and understanding of Public Service Regulatory Framework, strong leadership and management capability. Stakeholder management. Strategic thinking, problem solving skills, strong analytical skills and communication skills and Financial Management skills.
<u>DUTIES</u>	:	Strategically direct and account for the provisioning of specialist SOC governance assurance services and report thereon. At a strategic level, direct and oversee the development and implementation of the DPE's SOC governance policy and instruments frameworks inclusive of governance standards; governance assessment toolkits for the SOC Group; and the SOC Groups governance reporting framework. At a strategic level, manage the provisioning governance early warning services to the Stakeholder. Manage SOC governance review processes and at a technical level engage executive management of SOC's on identified governance issues. Provide, through the Director-General, at a strategic level technical advisory services to the Minister as Shareholder on governance issues within a specific SOC. Provide, through the Director-General, technical advisory services to the Minister with regard to the appointment and management of SOC Boards. Strategically direct and account for the provisioning of specialist financial sustainability assurance services and report thereon. At a strategic level, direct and oversee the development and implementation of standardised financial monitoring, evaluation and reporting instruments for the DPE's SOC Group. Manage at a strategic level due diligence processes for the assessment of funding instruments for SOCs in the Group and liaise with Treasury on the technical aspects of such instruments and state guarantees. Manage SOC governance

review processes and at a technical level engage executive management of SOC's on identified financial sustainability and instrument issues. Provide, through the Director-General, at a strategic level technical advisory services to the Minister as Shareholder on financial sustainability issues within a specific SOC. Coordinate at a strategic level processes to analyse financial performance data of SOC's inclusive of developing sustainability models to inform aligned compact requirements. Coordinate at a strategic level processes to report to the Shareholder on the financial status of the SOC's in the Group. Strategically direct and account for the provisioning of specialist SOC operational risk profiling and mitigating services. Strategically direct the development of institutional capacity for the performance of a SOC Group risk management function, including policies and instruments. Strategically direct the development, maintenance and implementation of the DPE's SOC Group's Risk Register and mitigation strategies. Coordinate at a strategic level processes to analyse the impact of risk mitigation strategies and report thereon to inter alia also inform compact alignment requirements. Coordinate at a strategic level processes to provide the Shareholder with early warning services. Manage SOC risk assessment review processes and at a technical level engage executive management of SOC's on identified risk issues and mitigation strategies. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Branch's Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Mobilise technical support of the business support components to implement and maintain prescribed human resource, financial and supply chain management systems within the Branch. Direct, manage and account for the utilisation of the Branch's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Branch. Oversee strategic and annual planning processes for the Branch and ensure compliance with the DPE's Strategic Planning and Performance Review Agenda. Strategically direct the utilisation of technology in support of the Branch's business processes. Develop and maintain strategic partnerships in support of Branch's operations.

- ENQUIRIES** : Ms Henriette Strauss Tel No: 012 431 1022
- POST 35/54** : **DIRECTOR: DEPARTMENTAL INFORMATION TECHNOLOGY REF NO: DPE/2018/074**
 Unit: Corporate Management
 (This is a re-advertisement, applicants who previously applied must reapply)
- SALARY** : R1 005 063 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
- CENTRE REQUIREMENTS** : Pretoria
 Degree in Computer Science/ Business and Information management. At least 5 years' experience of middle/ senior management. Sound knowledge of multiple IT platforms/ disciplines (ie Operating Systems, IT facilities, IT Infrastructure, Knowledge Information Management). Disaster Recovery Planning and management abilities. Exposure to Content Management and Enterprise Resource Planning Systems will be an added advantage. Strong Communication, Customer management, Financial Management, Interpersonal skills and conflict management. IT Project, Analytical and Decision making skills. Business Analysis experience to ensure implementation of business decisions. Sound knowledge of Information Technology Infrastructure Library (ITIL), Cobit and TOGAF standards.
- DUTIES** : Align the Department's information management (including information management systems) and information technology strategy (as enabler) with the strategic direction, management plans and business processes of the Department. Support the head of department, senior management and the other users in the department in the efficient and effective utilisation of information and information

technology as strategic resources to enable them to execute their functions efficiently and effectively. Manage the information technology function of the department and to ensure the establishment of sound information management systems. Establish an information plan, information technology and operational plans to give effect to the strategic direction and management plans of the Department. Develop an annual business plan and operating budget for the unit and monitor the implementation of these to ensure that business and financial targets are met. Develop departmental supporting information technology enabler policies and strategies, regulations, standards, norms, guidelines best practices and procedures. Facilitate the implementation of and adherence to the policies and strategies contained in the different plans and policies to ensure governance standards are met in the department. Promote effective management of information technology as enabler as strategic resources. Promote proper governance of ICT. Create an enabling environment for other managers to perform their functions more effectively and efficiently. Control the business agreement (BA) and service level agreements (SLAs) with SITA and/or other suppliers of information management and information technology goods and services. Utilisation of security mechanisms and ensure compliance to the relevant regulatory framework. Represent the Department at the GITO Council. Develop, implement and maintain the Risk Management strategy, as well as address risks faced by the Department.

- ENQUIRIES** : Ms Dineo Masilo Tel No: 012 431 1026
- POST 35/55** : **DIRECTOR: SECURITY AND FACILITIES REF NO: DPE/2018/075**
Branch: Corporate Management
(This is a re-advertisement, applicants who previously applied must reapply)
- SALARY** : R1 005 063 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate degree in Security and Facility Management (NQF Level 7) as recognised by SAQA accompanied minimum of 5 years middle/senior managerial level experience in security and Facility Management. Operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.
- DUTIES** : facilitate the implementation of the MISS and MPSS in the Department. Monitor departmental compliance with the standards set out in the MISS and MPSS and facilitate the implementation of corrective action. Develop the departmental security risk register and recommend mitigation strategies. Develop and facilitate the implementation of the departmental master security management plan. Manage processes to ensure a safe working environment for employees and visitors. Manage the provisioning of VIP security services in line with the diplomatic protocols. Manage the provisioning of events security services. Monitor and evaluate the performance of the service provider responsible for office security services in line with SLA requirements and facilitate corrective action. Liaise with security agencies on security threats and arrangements for the security detail of political office bearers. Provide early warning and security contingency planning advisory services to executive management. Investigate security breaches and report thereon, inclusive of reporting to the relevant security agency. Provide security assistance in liaison with SOCs Administer vetting services. Liaise with the National Security Agency and administer employee vetting processes. Provide technical support to establish the departmental security level regime. Manage the Service Level Agreement with the Landlord. Manage the provisioning of reception and switchboard services. Manage the provisioning of housekeeping services, provision of plants, water and the maintenance of the building; inclusive of all matters related to the provisioning of a healthy working environment for employees and compliance with Occupational Health and Safety Act imperatives. Manage the provisioning of Office space. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the

implementation of the Unit's Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit's human resources. Direct the utilisation of technology in support of the Unit's business processes.

ENQUIRIES

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Mr George Malatsi Tel No: 012 431 1117