

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/ P Ndlovu
<u>CLOSING DATE</u>	:	21 September 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. NB email or fax applications will not be accepted.

OTHER POST

<u>POST 36/02</u>	:	<u>DEPUTY DIRECTOR: AUXILIARY SUPPORT SERVICES</u>
<u>SALARY</u>	:	R697 011 per annum Level 11 (all-inclusive package)
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Public Management/Business Management/Transport and Logistics. A minimum of 3-5 years junior managerial experience PLUS the following key competencies: Knowledge of Public Finance Management Act, Treasury Regulations, Electronic Logging System, Understand the legislative/prescripts requirements relating to subsidises and GG vehicles, archive, documents, etc. Understand the needs of the department and its structure in order to effectively assess needs and allocate accommodation and provide other relevant auxiliary services. Thinking Demand: Problem solving, Creativity, Report writing, Solve problems arising from issuing of transport, participating in subsidized motor scheme by employees, collecting and delivering of mail, understand the accommodation needs of employees and creatively allocating accommodation, producing meaningful reports. Skills: Good communicator at all levels (verbally and Written), Communicate verbally and in writing with employees, suppliers and other stakeholders, Good numerical skills, Approval of payments maintenance invoices as well as transport related invoices and trip authorization, Negotiation skills, Computer Literacy (Use of Excel and Word in compiling reports and preparing submissions), Organizing skills, Be able to prioritize. Personal Attributes: Self driven, Innovative and self-confident, Ability to work under pressure, Ability to work independently without close supervision and produce quality work, Understanding the environment and address common problems properly and promptly, Meeting tight deadlines. Learning Field: Public Management, Business Management, Transport and Logistics, Understand the impact of the structure of the department and provide the auxiliary services necessary to support it.
<u>DUTIES</u>	:	Control and ensure compliance (with national and departmental prescripts, policies and procedures) of the processes pertaining to transport, accommodation, records and facilities management. Develop, maintain and implement departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management.

Manage the sub directorate: Monitor and ensure proper utilisation and maintenance of equipment, Evaluate and monitor performance appraisal of sub directorates, Ensure capacity building and training of staff in the sub directorate, Develop job descriptions for subordinates, Implement workplace discipline, Effective management of sub-directorates' leaves, Allocate work, Provide monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan, Provide inputs to the annual spending plans aligned to business plan on coming year, Perform a stakeholder analysis for the component and identify their needs incorporated 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. Advise users and suppliers on national and departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management.

ENQUIRIES

: Ms. TS Nengwekhulu ☎012 406 7704