

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>	:	05 October 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 POSTS

<u>POST 38/02</u>	:	<u>DEPUTY DIRECTOR: COMMERCIAL AND CHARTER COMPLIANCE</u>
<u>SALARY</u>	:	R697 011 per annum (inclusive package) Level 11
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Degree in Accounting or Economics with a minimum of three (3) years' experience at junior managerial level in the energy sector PLUS the following key competencies: Knowledge of Petroleum policy and regulations, Energy industry (in particular the liquid fuel industry), Knowledge of PAJA, PPAA and Regulations under the Act, Ability to analyse the market, Ability to identify regulatory costs and their impact on industry (across the entire value chain), Understand co-ordinated economic development processes and the ability to initiate linkage between liquid fuels projects and economic development opportunities, Broad- Based Black Economic Empowerment Act 53 of 2003 as Amended by Act 46 of 2013. Thinking Demand: Problem solving, Analytical, Creativity. Skills: Project management, Communication skills (verbal and written), Negotiation skills, Interpersonal skills, Report writing, Conflict management, Analytical skills, Computer literacy, Presentation. Personal Attributes: Conflict management, Creative thinking.
<u>DUTIES</u>	:	Oversee the analysis, interpretation and validation of data on the economic performance of Historical Disadvantaged South Africans (HDSAs retailers and wholesalers in the country). Conduct economic analysis on the HDSAs retailers and wholesalers. Determine factors contributing to change of hands per site and economic impact by new to industry (NTIs) operators to existing retail sites. Monitor compliance pertaining to: Implementation of the Manufacturers Compliance Programme (MCP) by Manufacturers; Application of Regulatory Accounting System by Manufacturers, Wholesalers and Retailers; All key element of the liquid Fuel Charter 2000 by manufacturers, Wholesalers and Retailers; All key elements of the B-BBEE Acts as amended. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr. Ngwako Kekana ☎012 406 7583

POST 38/03 : **ASSISTANT DIRECTOR: DEMAND, ACQUISITION AND CONTRACT MANAGEMENT**

SALARY : R356 289 per annum Level 09

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A National Diploma or Degree in Business Administration/ Public Management/ Public Procurement Management/Supply Chain Management with a minimum of three (03) years' experience in Supply Chain Management on supervisory level PLUS the following key competencies: Knowledge of: PFMA, SCM, PPPFA, BBEEA. Thinking Demand: Problem solving, Creativity, Analytical thinking. Skills: Computer literacy, Financial, Good verbal and written communication, Planning and organizational skills. Personal Attributes: Self-driven, Innovative and self-confident, Ability to work under pressure.

DUTIES : Maintain the contract register. Promote Black Economic Empowerment (BEE) and report on the utilization of BEE's. Manage the database of suppliers to ensure supplier rotation and compliance in terms of the procurement policy. Draft service level agreements and ensure proper record keeping of supplier information, contracts and regular updating of the National Treasury database report for the awarding of contracts. Manage all tender processes, Bid Evaluation and awarding thereof. Provide managerial activities: Monitor and ensure proper utilisation and maintenance of equipment; Evaluate and monitor performance appraisal of subordinates; Ensure proper capacity building training of subordinates; Develop job descriptions for subordinates; Implement workplace discipline; Effective management of subordinates' 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 on coming year; Perform a stakeholder analysis for the component and identify their needs-incorporate in business planning process; Develop/review internal work process (SOP); and provide inputs on the development/review of Business Plan with clear roles and responsibilities assigned with the resources requirements identified.

ENQUIRIES : Ms. Boitumelo Musi ☎012 406 7713

POST 38/04 : **PROJECT COORDINATOR**

SALARY : R356 289 per annum Level 09

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A Degree in Economics or B Tech in Project Management with a minimum of three (3) years' experience in Administrative/Project Management related field PLUS the following key competencies: Knowledge of energy sector and a wide range of activities. Thinking Demand: Information evaluation, Decision-making and Innovative. Skills: Communication, Minute taking and technical scribing, Facilitation of joint application development, Follow-up action items with various stakeholders, Maintenance of action, issues and risk log. Personal Attributes: Assertive, Self-driven and motivated, Well-organised, Must be able to multi-task and work under pressure, Must be able to prioritise activities and issues, The job may require tight timeframes and multitasking.

DUTIES : Collect information, consolidate inputs and draft reports needed by project managers, technical team, and other internal and external stakeholders. Manage stakeholder engagement activities: Draw stakeholder engagement plan; Prepare agenda for the meetings; Arrange venues for workshops/meetings; Make travelling arrangements; and Ensure compliance with supply chain process. Record (minutes) meetings and workshops: Identify action items; Monitor that actionable items are addressed; Identify and maintain challenge/risks; Escalate actionable items to project manager or senior management; and Produce concise and accurate minutes. Develop/compile PowerPoint presentations. Managing of documents by developing a filing system to file documentation from current IEP process to be used in future process and updating and maintenance of project documentation and files. Monitor the implementation of project deliverable and compliance of projects norms and time schedule. Compile monthly and quarterly status and progress reports regarding the deliverables. Provide managerial activities: 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 on coming year; Perform a stakeholder analysis for the component and identify their needs and 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

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Ms. Zita Harber ☎012 406 7619

POST 38/05

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ACCOUNTING CLERK (DEBT AND REVENUE MANAGEMENT)

SALARY

:

R165 563 per annum Level 05

CENTRE

:

Head Office (Pretoria)

REQUIREMENTS

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A Grade 12 and minimum of one (1) year experience in finance related field PLUS the following key competencies: Knowledge of Public Finance Management Act, Treasury Regulation, Debt Management, Basic Accounting System, PERSAL. Thinking Demand: Problem Solving, Creativity, Ability to Negotiate. Skills: Computer literacy, Debtors management skills, Effective revenue collection, Good verbal and written communication skills, Ability to communicate at levels. Personal Attributes: Self- driven, innovative and self-confidence, Ability to work under pressure.

DUTIES

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Administer Pay Master General (PMG) account and bookkeeping activities. Administer department debtors and maintaining records. Clear and reconcile suspense accounts relating to PMG and Debtors. Administer banking process. Render the cashier on request. Follow up with regional offices and head office on unidentified credits and outstanding receipts.

ENQUIRIES

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Mrs. Nnondoleni Mashanzhe ☎012 406 7884