

DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES

The Department is an equal opportunity department and the Department's intention is to promote equity through the filling of these posts. Applications from females (all race groups) for the Snr Management positions will therefore receive preference in line with the Department's Employment Equity Plan.

- APPLICATIONS** : Kone Staffing Solutions has been retained to handle responses for SMS positions mentioned in this advertisement. Please forward your application via email to: admin@konesolutions.co.za or fax: 086 609 1178 or hand deliver your application to 20 Georgian Crescent East, Hampton Office Park, Highbury House, Bryanston, 2158 (quoting the relevant reference in the subject line).
For non-SMS posts, please hand deliver or courier your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to the Department of Telecommunications and Postal Services, iParioli Office Park, 1166 Park Street, Hatfield, Pretoria, Block E, Ground Floor (Cnr Park and Grosvenor Street or Park and Jan Shoba Street), for attention: Ms Louisa Kgang/Ms Tania Beukes/Mr Thabo Rangwato. Please note that e-mailed or faxed applications will not be accepted.
- CLOSING DATE** : 19 October 2018
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies (not older than six (6) months) of all qualification(s), statement(s) of results and ID document/Passport. Applications received after the closing date will not be considered. Faxed or e-mailed applications will be considered for SMS posts. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. All shortlisted candidates for SMS positions will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tool. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after a three (3) month period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

MANAGEMENT ECHELON

- POST 40/71** : **CHIEF DIRECTOR: ICT STRATEGY DEVELOPMENT REF NO: CD ISD**
- SALARY** : R1 189 338 per annum (An all-inclusive package)
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : A relevant qualification at NQF Level 7, as recognised by SAQA in the field of Economic and Management Sciences, Business, Telecommunications, and 5 years' experience at senior management level developing ICT policies and strategies. Skills and Competencies: At an advanced level required in the following: knowledge and experience in ICT policy formulation, knowledge and understanding of ICT legislation

and policies. Knowledge of ICT regulatory environment. Experience in economic analysis within the ICT sector. Experience in managing projects and developing socio-economic impact analysis reports; understanding of monitoring & evaluation methodologies. Financial and human resource management. Excellent planning and organising skills, excellent interpersonal skills and an established track record in the field of ICT policy and strategy development.

DUTIES : The successful candidate will develop relevant strategies and policies taking into consideration gaps in existing policies in the ICT sector. Monitor ICT Regulations, compile and provide analysis reports and advise the Department accordingly. Interact and participate in various governmental and stakeholder engagement platforms as they relate to the implementation of ICT policies and strategies. Plan and organise work of officials within the Chief Directorate and monitor the implementation of policies and strategies to ensure execution as planned, within budget and the required outcome is achieved. Manage resources within the ICT Strategy Chief Directorate in line with relevant legislation to reach the strategic objectives of the Department.

ENQUIRIES : For applications: Ms Tumi Morake Tel No: (010) 880 2636
For Post content: Ms Tania Beukes at (012) 427 8184 or Ms Louisa Kgang Tel No: (012) 421 7006

POST 40/72 : **CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: CD HRM**

SALARY : R1 189 338 per annum (An all-inclusive package)
CENTRE : Pretoria, Hatfield

REQUIREMENTS : A relevant qualification at NQF level 7 in preferably Human Resource Management / Public Administration / Business Administration as recognized by the South African Qualifications Authority (SAQA). A relevant post graduate qualification at NQF level 8 will be an added advantage. At least 5 years' experience at a senior management level. Skills and Competencies: At an advanced level required in the following: Strategic management, human resources planning, program and project management, knowledge of HR policies and related legislations, Public Service Act and Public Service Regulations, fundamental economics, employment equity and related policies, Labour Relations Act, COIDA, Public Service Collective agreements, Skills Development Act and Performance Management policies and directives, payroll administration, general knowledge of HR related standards, practices, processes, conditions of service, service benefits and terminations of service, structure and functioning of the Department, Organizational Development, Health and Wellness policies and directives, functioning of PERSAL and personnel information systems, Codes of Remuneration and the Public Finance Management Act. Must have excellent communication skills (both written and verbal), change management, problem solving and analysis, people management, service delivery innovation, client orientation and be customer focused.

DUTIES : The successful candidate will effectively and efficiently oversee the management of all Human Resources for the Department. Develop and oversee the implementation of policies and procedures in the areas of Human Resource Management to comply with applicable legislation and to ensure the role of Human Resource Management as a strategic partner in the Department. Oversee the management of Human Resources Administration, Human Resources Planning inclusive of compensation of employees, Organisational Development, employee health and wellness, Labour Relations, Human Resource Development and Performance Management for the Department. Management of Departmental and human resources records. Manage all resources (physical, human and financial) within the Chief Directorate to ensure utilization and direction towards meeting the objectives of the Department.

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For Post content: Ms Tania Beukes at (012) 427 8184 or Ms Louisa Kgang Tel No: (012) 421 7006

- POST 40/73** : **DIRECTOR: SITA SOC OVERSIGHT REF NO: D SSO**
- SALARY** : R1 005 063 per annum (An all-inclusive package)
CENTRE : Pretoria, Hatfield
REQUIREMENTS : A BTech in Computer Science or BSC in Computer Science or BSC Electrical Engineering (Light current) or BTech Electrical Engineering (Light current) or relevant qualification at NQF Level 7, as recognized by SAQA with at least 5 years' experience at middle/senior management level. Experience in an information Technology environment. Skills and Competencies: At an advanced level required in the following: Understanding and skills in information technology (IT) and related hardware, software programmes and applications, networks/databases. Strategic and operational planning and monitoring. Programme and Project Management, Financial and Risk Management. Problem solving and analysis. Communication skills (both written and verbal) Business acumen, Knowledge of Supply Chain Management and procurement principles, SITA Act, Electronic Communications Act, PFMA and Treasury Regulations.
- DUTIES** : The successful candidate will analyse the SITA SOC's Corporate Plans and Project Plans, business cases, and business turnaround plans. Analyse SITA SOC's performance against corporate plans and project plans, business turnaround plans as well as contractual obligations. Review and monitor implementation of laws, regulations, policies, standards, frameworks and agreements relevant to the business of SITA SOC. Manage all resources (human, financial, assets) within the Component to ensure that they are optimally utilized and directed towards meeting the objectives of the Department. Engagement of key stakeholders within SOCs which include CEO's, Board members and Executives from SITA and other Government Departments and entities.
- ENQUIRIES** : For applications: Ms Tumi Morake Tel No: (010) 880 2636
For Post content: Ms Tania Beukes at (012) 427 8184 or Ms Louisa Kgang Tel No: (012) 421 7006
- POST 40/74** : **DIRECTOR: INFORMATION SOCIETY EVALUATION AND IMPACT ASSESSMENT REF NO: D ISEIA**
- SALARY** : An all-inclusive package of R1 005 063 per annum
CENTRE : Pretoria, Hatfield
REQUIREMENTS : A relevant Bachelor's degree in Economics/Statistics Management or Business Management at NQF level 7, as recognized by SAQA with at least 5 years' experience at middle/senior management level. Skills and Competencies: At an advanced level required in the following: Knowledge of applicable legislation, norms and standards related to the ICT industry i.e. Electronic and Communication Act and King IV Report. Knowledge of Government policies and legislation. Knowledge of Departmental standards and regulations. Policy analysis and development. Programme and Project Management. Communication skills (both written and verbal). Business acumen.
- DUTIES** : The successful candidate will manage the process for the assessment of policies, legislation and programmes and determine whether such policies, legislation and programmes promote or hinder the development of an information/digital society. Manage the indicator system which supports the evaluation of policies, legislation and programmes for the development of an information society. Manage the process of the compilation of South Africa's e-Barometer report in order to determine progress and inform decision making within the country. Lead and manage the India, Brazil, China and South Africa (BRICS) e-readiness measurement programme in order to inform decision making. Generic management functions attached to the seniority of the post.

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OTHER POSTS

POST 40/75 : **DEPUTY DIRECTOR: ECONOMIC ANALYSIS AND SCENARIO CONSTRUCTION REF NO: DD EASC**

SALARY CENTRE REQUIREMENTS : An all-inclusive salary of R826 053 per annum
: Pretoria, Hatfield
: A recognised Bachelors degree (NQF level 7) or a National Diploma (NQF level 6) in Economics/ Econometrics or Statistics with 3-5 years' relevant experience. A post-graduate qualification with training in Policy Development or strategic leadership and management will be an added advantage. Skills and Competencies: Knowledge of applicable legislations in the ICT sector and the regulatory environment. Strong analytical and problem solving skills. Economic policy analysis and research. Excellent report writing. The candidate must have good communication skills (verbal and written), technical skills (economic, econometrics and Statistics).

DUTIES : The successful candidate will provide economic analysis and research to support ICT policy development. Provide analysis of baseline economic statistics related to the ICT sector in order to inform policy formulation. Contribute to the development of socio-economic impact analysis for major ICT policies and strategies developed in the Department. Provide analysis of ICT trends and international benchmarking reports. Liaise with other entities which provide economic and statistical information as it relates to ICTs.

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POST 40/76 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: DD ME**

SALARY CENTRE REQUIREMENTS : A basic salary of R697 011 per annum
: Pretoria, Hatfield
: A relevant three-year tertiary qualification (Bachelors degree) in Development Studies/Monitoring and Evaluation or Public Administration at NQF level 7 as recognized by SAQA. A postgraduate qualification will be an added advantage. 3-5 years' experience within the field of the post. Skills and Competencies: Knowledge of Monitoring and Evaluation tools, systems and processes, Strategic Planning tools and methodologies, applicable legislations and frameworks with specific reference to the Framework for Managing Programme Performance Information, National Evaluation Policy Framework, Framework for Strategic Plans and Annual Performance Plans, Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations, the Minimum Information Security Standards (MISS) and policies related to the ICT Sector. Must have excellent skills related to communication (both written and verbal), report writing, presentation, facilitation, programme and project management, interpersonal relations, change management, knowledge management, service delivery innovation, risk management, corporate governance, problem solving and analysis, people management and customer orientation, with strong business acumen.

DUTIES : The successful candidate will co-ordinate organisational performance monitoring and evaluation against the Strategic Plan, Annual Performance Plan and Operational Plans through facilitating the consolidation and submission of monthly and quarterly organisational performance reports. Assist in the development and presentation of periodic performance reports in accordance with prescribed monitoring

and evaluation prescripts. Co-ordinate the development of the departmental Annual Report. Maintain the Electronic Organisational Performance Monitoring System while providing relevant monitoring and evaluation support to Departmental officials. Facilitate evidence based reporting through conducting integrity testing of performance information. Assist with the development and implementation of the Department's Evaluation Plan. Assist in providing relevant performance information and related evidence to external stakeholders such as the Auditor-General, National Treasury, the Department of Planning, Monitoring and Evaluation as and when required. Assist with facilitating the MPAT self-assessment process and coordinate the development and reporting on the implementation of the MPAT Action Plan. Assist in the strategic planning process of the Department.

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