

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/ Mr. P Ndlovu
<u>CLOSING DATE</u>	:	14 December 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. People with disabilities are encouraged to apply.

OTHER POST

<u>POST 48/17</u>	:	<u>EXECUTIVE ASSISTANT TO THE DDG: CORPORATE SERVICES</u>
<u>SALARY</u>	:	R697 011 per annum (Level 11) (inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma/ Degree in Office Administration/ Office Management and Technology/Public Administration or Public Management with a minimum of 3 years working experience in administration environment PLUS the following key competencies: Knowledge of Public Finance Management Act. Treasury Regulations. Public Service Act and Regulations. Legislation Governing Public Entities. Budgeting in the Public Service. Departmental Policies and procedures. Knowledge of the functioning of a Ministerial and Parliamentary Office. Knowledge of Government protocol and Communication in the Public Sector. Labour Legislation. Knowledge and understanding of International Liaison. Knowledge of special projects/ programmes in the energy sector. Thinking Demand: Analyse and evaluate reports, business plans, budgets and performance agreements and provide recommendations. Skills: Project Management and Administration co-ordination. Organisational skills. Financial management. Report compilation. Computer literacy. Writing and verbal. Communication skills. Presentation skills. Good people skills. Personal Attributes Ability to communicate at highly level. Ability to find solutions to problems. Innovative Thinker. Ability to formulate ideas and motivation. Ability to interpret and apply policies. Ability to work under pressure. Ability to act with tact and discretion. High level of reliability. Self-management and motivation. Recommendation: post require travelling and long working hours.
<u>DUTIES</u>	:	Consolidate, oversee and analyse the Branch's budget to ensure delivery in terms of key strategic objectives. Manage and consolidate Branch inputs /reports, follow up on decisions, agreements/ commitments and manage documents. Oversee the organising of workshops /strategic planning sessions as well as performing

ENQUIRIES

:

secretariat functions in meetings. Manage the process of developing performance agreements by Deputy Director –Generals and Branch Chief Directors and ensure alignment with Key Strategic Objectives. Identify role players and organise interactions between the Corporate Services Branch and other Branches / Chief Directorates in the Department. Scrutinise submissions/reports and make recommendations to the Corporate Services Branch. Supervise and develop staff
Ms. H Mhlongo Tel No: (012) 406 7632