ANNEXURE K

DEPARTMENT OF PUBLIC ENTERPRISES

APPLICATIONS: The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 80 Hamilton Street, Arcadia 0083 and 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: 01 February 2019

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 shortlisted 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. For SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a Generic Managerial Competency Assessment (In compliance with the DPSA Directive on the Implementation of the Competency based assessment). The department reserve the right not to fill these positions. People with disability are encouraged to apply and preference will be given to the EE target.

MANAGEMENT ECHELON

POST 02/37: CHIEF AUDIT EXECUTIVE REF NO: DPE/2019/001

Unit: Internal Audit

SALARY: R1 005 683 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: Applicants must be in possession of three to four year bachelor degree or equivalent qualification with Accounting and Auditing as majors. Seven (7) year related experience of which at least five (5) year must be at middle management level. Must be a registered member of a professional body i.e. institute of internal Auditors. Knowledge of the institute of internal Auditors (IIA) International Standards for the professional Practice of internal Auditing (ISPPIA). Public Finance Management Act and Treasury Regulations, Public Service and other related government Acts and Regulations. Project management. Planning and management skills. Excellent communication skills both written and verbal. Operational and strategic leadership. Innovation. Negotiation skills. Interpersonal skills. Attention to detail. Confidentially and decisiveness, Interviewing and investigation skills, Computer literacy, Analytical skills, interact freely with management at all levels. The following will be added advantage: Certified International Auditor (CIA), Certified Government Auditing Professional (CGAP), Certification in Control Self-Assessment (CSSA). Experience on External Auditing, Forensic Investigation and Completion of Audit Articles.

DUTIES: Development of a three year rolling strategic and operational plan. Perform quality audits reviews on the work done by the Department. As per requirement. Prepare Progress reports on operational plan and presentation to the Audit and Risk Committee (ARC) as well as for Director-General and management of the Department. Develop audit programme. Monitor and review the implementation of the approved operational plan. Monitor the implementation of agreed action plans for the prior year audit findings. Accountable for evaluating the adequacy and effectiveness of, system of internal control, risk management, governance processes and provides management with constructive, cost-effective recommendations to improve operations. This entails reviewing the activities,
processes and procedures that management employs in order to effectively discharge their responsibilities and identify exposure to risk, malpractice fraud, theft, misuse of resources and deviation of conduct and administrative practices from policies and legislative requirements of the Authority. Prepare and Annual review the ARC and internal Audit charters. Management of the internal Audit Activity and the consultants (External service provider). Conduct quality control reviews of the work of the Audit staff. Supervise staff, perform staff mentoring, manage staff performance and on the job training and development. Co-ordinates activities/functions of the Audit and Risk Committee. Co-ordinate of the forensic investigations. Co-ordinates the work of external audit and internal audit to ensure proper coverage to minimize duplicate of effort.

ENQUIRIES  
Ms Henriette Strauss Tel No: (012) 431-1022

OTHER POSTS

POST 02/38 : ASSISTANT DIRECTOR INTERNAL AUDIT REF NO: DPE/2019/004
Unit: Internal Audit

SALARY  
R356 289 per annum

CENTRE  
Pretoria

REQUIREMENTS  
Applicants must be in possession of an undergraduate degree or equivalent qualification with Accounting and Auditing as Majors at NQF level 7 recognised by SAQA. With at least 3 years’ internal audit experience at operational level. Knowledge of the institute of internal Auditors (IIA), International Standards for the professional Practice of Internal Auditing (ISPPIA), Public Finance Management Act and Treasury Regulations, Public Service and Other related government Acts and Regulations. Project Management, Planning and Management skills, interpersonal skills. Interviewing and Investigation skills. Computer Literacy, Analytical Skills and Ability to interact with Management at all levels.

DUTIES  
Participate in the development of the 3 year strategic rolling plan and the annual internal audit operational plan for compliance, financial and performance audits for approval by the Audit Committee annually before the beginning of the new financial year by Participating during the internal audit strategic planning session, Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Analyse and consider inputs from Management, Auditor general, and Audit & risk committee in compiling the plan. Participate in the developing a risk based annual internal audit plan for approval. Provide technical assistance with the implementation of the departmental strategic, operational and engagement performance audit plans in accordance with acceptable audit standards and stipulated time-frames. Collect, analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Provide technical assistance with the provisioning of statutory auditing services and make value added recommendations to enhance the overall performance of the organisation. Provide technical assistance with the development of findings reports to management and the Audit Committee. Provide technical assistance with the analysis of implementation risks and implement performance audit engagements accordingly. Follow up on management action plans to address audit findings. Monitor and evaluate the impact of the performance auditing function and report thereon. Provide technical assistance with the establishment and maintenance of DPE’s internal audit governance structures. Analyse the DPE operational environment and develop tailor made statutory and performance audit instruments and methodologies. Engage with departmental management structures to facilitate an understanding of the importance of the statutory and performance auditing function and it’s role to assist line managers to continuously improve service delivery and value for money aspects. Manage relationships with clients and other stakeholders with objective of achieving improving customer satisfaction. Provide technical assistance with the implemention of the departmental strategic, operational and statutory audit plans in accordance with acceptable audit standards and stipulated time-frames. Collect, analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Provide technical assistance with the provisioning of statutory auditing services and make value added recommendations to enhance the overall performance of the organisation.
Provide technical assistance with the development of findings reports to the Audit Committee. Analyse the implementation risks and implement statutory audit engagements accordingly. Follow up on management action plans to address audit findings. Provide technical assistance with the monitoring and evaluation of the impact of the auditing function and report thereon. Provide technical assistance with the establishment and maintenance of DPE’s internal audit governance structures.

**ENQUIRIES**
Ms Dineo Masilo Tel No: (012) 431-1026

**POST 02/39**
**ASSISTANT DIRECTOR: SYSTEMS AND APPLICATION DEVELOPMENT REF NO: DPE/2019/005**
Unit: Information Management

**SALARY**
R356 289 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
AN undergraduate degree or an equivalent qualification in ICT or Windows Certification (MCSE/MCSA) coupled with at least 3 years’ relevant experience in systems administration at operational level. Experience in windows 2008/2010 Server environment, ICT network management, Server Administration, Configuration and deployment of windows. ICT project management. ICT research. Knowledge of working in Polycom IPT solution and Share point.

**DUTIES**
Manages the development and deployment of new applications, systems software, and/or enhancements to existing applications. Ensures that development projects meet institutional requirements and goals, fulfill end-user requirements, and identifies and resolves systems issues. Apply automated software and system management tools for the development of systems and applications. Leads pre-testing phase of development by evaluating proposals in order to identify potential problem areas, and make the appropriate recommendations. Manages application development processes. Liaises with network administrators and software engineers to assist with quality assurance, program logic, and data processing. Provides technical leadership to project managers and programmers. Reviews and analyzes existing applications’ effectiveness and efficiency, and develop strategies for improving or leveraging these systems. Researches and makes recommendations on software products and services. Ensures new software integration into systems meets functional requirements, system compliance, and interface specifications. Design and develop customized applications in line with best practice technologies. Provide training and operational support to staff and, when necessary, to external clients. Provide onsite and remote technical IT support. Handle first line escalation of complex problems. Install, configure, upgrade, maintain and support desktop systems based on requests. Plan and coordinate major software and hardware deployment. Develop preventive maintenance procedures to avoid system failures. Maintain computers printers, and other software and hardware peripherals. Maintain desktop deployment integrity in line with the approved standards, i.e. Operating system, Software Packages, Security applications and configurations. Perform repairs and replacements of software and hardware peripherals.

**ENQUIRIES**
Ms Dineo Masilo Tel No: (012) 431-1026

**POST 02/40**
**SENIOR NETWORK CONTROLLER REF NO: DPE/2019/007**
Unit: Information Management

**SALARY**
R299 709 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants must be in possession of an undergraduate in Information Technology/Systems or A+ and N+ coupled with an MCSE qualification. At least 2 year’s relevant experience in an ICT environment at operational level. Good Communication Skills and Interpersonal Skills. Knowledge of Various operating systems e.g. Linus, windows, Mac OS as well as a basic understanding of Office Productivity software’s such as Word Processing, Spreadsheets, Presentation, E-mails and Calendar. Knowledge and Understanding of IT policies and Procedures.

**DUTIES**
Provide onsite and remote technical IT support. Handle first line escalation of complex problems. Install, configure, upgrade, maintain and support desktop systems based on requests. Plan and coordinate major software and hardware
deployment. Develop preventive maintenance procedures to avoid system failures. Maintain computers, printers, and other software and hardware peripherals. Maintain desktop deployment integrity in line with the approved standards, i.e., Operating system, Software Packages, Security applications and configurations. Perform repairs and replacements of software and hardware peripherals. Troubleshoot technical issues and escalate complex problems to appropriate 3rd tier support teams for resolutions. Provide on the job trainings to appointees and staff as needed. Perform failure analysis and determine corrective action plans. Plan and execute allocated work within deadlines and maintain records of daily tasks. Oversee inventory management of software and hardware components. Troubleshoot network (LAN) related problems. Perform data center and network related tasks as assigned by BackOffice team and Supervisor. Perform server back-ups and disaster recovery related task such as rotation of backup media. (BAS, Persal and Logis). Provide technical support for resource related business applications such ERP systems, Content and Document Management Systems. Develop process documents and technical manuals for systems and applications. Assist with testing applications upgrades/updates and document results. Administer user access rights and permissions through the Active Directory. Collaborate with BackOffice staff to ensure smooth and reliable operation of software applications and systems. Assist in maintaining servers and network related infrastructures and systems. Maintain accurate documentations for system installations, configurations, upgrades and disaster recovery activities.

ENQUIRIES
Ms Dineo Masilo Tel No: (012) 431 1026

POST 02/41
SUPPLY CHAIN OFFICER (DEMAND AND ACQUISITION) REF NO: DPE/2017/008
Unit: Office and the CFO

SALARY
R242 475 per annum

CENTRE
Pretoria

REQUIREMENTS
Applicant must be in possession of an appropriate tertiary qualification in Finance, Public Management, Logistics and Supply Chain Management (NQF Level 6) as recognized by SAQA. Must have completed Logistical Information System level 1 course. At least 3 years relevant experience at production level in Supply Chain Management, with working experience of LOGIS and BAS. In depth knowledge of PFMA, PPPFA, Treasury Regulations, B-BBEE and other related prescripts. Good verbal and written communication skills, attention to detail, interpersonal relations, analytical skills, ability to work in accordance with and interpret policies. Fully computer literate.

DUTIES
Arrange Ensure that suppliers are registered on the Central Suppliers Database before being used. Receive request for goods from end users. Ensure that suppliers are rotated during request for quotes. Request, receive quotations and prepare award documentation. Ensure bid invitation and bid award in the relevant platforms. Issue and receive bid documents. Provide bid administration services during briefing sessions, bid closing and perform pre-screening on all bids received. Provide secretariat and logistical support during the bid committee meetings and contracts conclusions processes. Check, place and verify orders for goods and services (excluding assets). Receive and verify quality and quantity of goods from suppliers. Ensure that goods are captured in registers. Issue goods to end users. Check and maintain goods registers. Make follow-up on deliveries. Assist in preparation of payments (internal control). Maintain file plan for the SCM Unit. Assist different units in finalising contracts for goods and services. Maintain and update the contract register. Review the expiring contracts. Send early warnings to Units regarding the termination of contracts. Capture new/addendum/extensions of contracts on the contract register. Ensure that supplier performance reports are received during and at the end of the contract. Retrieve and file documents within the SCM Unit while ensuring document and information security. Retrieve management reports, source data and collate data sheets. Populate reporting templates and ensure the quality thereof. Assist with risk identification processes and identify internal control mechanisms to mitigate identified risks. Record and maintain movement of records to and from the SCM Unit.

ENQUIRIES
Mr Benneth Baloyi Tel No: 012 431 1029