ANNEXURE H

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 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: 08 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.

OTHER POSTS

POST 03/25: DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: DPE/2019/002

Unit: Information Management

SALARY: R697 011 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of undergraduate qualification in Information Technology or equivalent qualification (NQF Level 7) as recognized by SAQA accompanied by at least 3 years’ experience in ICT environment. Competencies: ICT Operations Management, Sharp ICT Technical and Analytic skills, ICT Operational Planning, Network and Infrastructure Administration, Security Management, Helpdesk Management, Capacity Planning, ICT Architecture, Disaster Recovery Plan, ICT Risk management, ICT Asset Management (Hardware Refresh) ICT Audit and Compliance Management. People Management skills, Good Communication (both verbal and written), MS Windows, VMWARE, SharePoint, MS Exchange, SQL2008, System Centre, and Knowledge of FOSS.

DUTIES: development, maintenance and implementation of the DPE’s: Master Information Management Systems Plan. Information Technology Plan. ICT Security Plan. ICT Policy Framework and Instruments. IT Recovery and Disaster Plan. Monitor, evaluate and report on the performance of the DPE’s ICT policy regime. Ensure the provisioning of desk top support services in line with the ITIL framework and processes. Ensure effective management and monitoring of the ICT infrastructure software license portfolio. Ensure compliance to Service Level Agreement by SITA and service providers and invoke penalties as and when required. Provide technical input into the development of specifications. Maintain the ICT Inventory. Manage and monitor the provision of communication systems (LAN, WAN) and ensure that communication systems are operational and available. Lead timely and cost-effective implementation of ICT infrastructure projects. Guide and monitor the implementation of change in the ICT domain. Manage the deployment and maintenance of virtual infrastructure for desktop and server virtualization. Manage
and monitor the deployment and maintenance of VPN, Audio Visual Systems, VCX, VOIP systems and Unified Communications. Ensure that IT infrastructure is integrate with all applications and ensure a smooth running thereof in a secure operational environment and at the required performance level. Manage and monitor the provision of file, print and exchange backups. Manage and monitor the deployment and maintenance of hardware systems (SAN, servers, blade servers, switches, firewalls, laptops, desktops and tablets). Develop and maintain the ICT Risk register. Ensure the implementation of risk mitigation measures. Manage the provisioning of network, data and information security. Constantly review internal processes with audit and industry standards and facilitate corrective action. Manage and oversee the implementation of SLAs of service providers. Identify the resource (financial, human and equipment) needs of the Sub-Directorate required to optimally support the implementation of the Work Plan. Supervise the effective and efficient utilisation of the financial resources of the Sub-Directorate. Monitor, evaluate and report on the effective and efficient utilisation (value for money) of allocated resources. Supervise account for the utilisation of the Sub-Directorate's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Sub-Directorate. Provide input on strategic, annual and work planning processes for the Directorate and generate the prescribed performance reports.

ENQUIRIES : Mr George Malatsi Tel No: 012 431 1117

POST 03/26 : SENIOR ANALYST ENVIRONMENTAL REF NO: DPE/2019/003
Unit: Environmental Impact and Policy Alignment

SALARY : R697 011 per annum (all-inclusive remuneration package consisting of a basic salary of 70%, 75% and a 30%, 25% flexible portion that can be structured according to individual.

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of an undergraduate qualification in Environmental Management or Equivalent qualification (NQF Level 7) as recognized by SAQA accompanied by at least 5 years' experience in environmental issues and knowledge of the public sector and the legislative environment within which the State Owned Companies (SOC) operate. Computer skills, communication skills, Coordination skills, Report writing skills, Interpersonal skills, Organising skills, Problem solving and analysis. National Environmental Management Act (NEMA), Associated Acts under NEMA, National Climate Change Response White Paper, Public Finance Management Act. Good track record and relevant experience in research and analysis and an understanding of environmental issues associated with SOC that fall within the mandate of the DPE. Innovation and creativity; Risk management, Ability to work independently, as well as in a team within a multi-dimensional environment, strong negotiation skills. Excellent interpersonal, organizational, planning skills; Ability to work under pressure over extended periods to meet tight deadlines. Expected to travel as and when required.

DUTIES : unpack the data and information requirements for research projects and develop a supporting specification/inventory. Define the data and information sources. Access on-line sources and extract the requisite data or information. Liaise with SOCs in the cluster to source the requisite data and information. Liaise with research institutions to source the requisite data and information. Liaise with policy and other Departments in the cluster to source the requisite data and information. Develop a repository, per assigned project, of all data and information products. Perform quality assurance and reliability testing on data and information received. Define data and information "gaps" and initiate processes to secure such data/information or escalate to Project Leader. In conjunction Project Leaders and Specialists define data- and information set requirements. Develop specifications for databases to support research initiatives. Develop databases/secure technical assistance for the development of complex databases. Oversee data capturing procedures and qualify assure datasets. Generate initial findings and statistical reports for assessment by Specialist and align according to needs requirements. Apply a variety of quantitative and qualitative analytical methods, such as cost-benefit, business case, and risk-sensitivity analyses methodologies.
complex analyses findings into understandable reports. Present and explain projections and findings to Specialists or Project Teams.

ENQUIRIES: Mr George Malatsi Tel No: 012 431 1117

POST 03/27: SENIOR ADMINISTRATIVE OFFICER (REGISTRY) REF NO: DPE/2019/006
Unit: Information Management

SALARY: R299 709 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a three year National Diploma in Administration or equivalent qualification and at least three years supervisor experience in records management. Competencies: Good Communications Skills, both oral and writing; client orientation and customer focus; honesty and Integrity; service delivery innovation. Organizing skills, ability to work under pressure. Must have knowledge of Records Management.

DUTIES: Provide Supervise and provide registry counter services, Attend to clients. Handle telephonic and other enquiries received. Supervise-receipt, register and dispatch all documents received; filing of submissions and reports in line with the File Plan and standards set by the Provincial Archiving Service; retrieval of documents on request; the secure storage of documents; Scanning of documents and submissions for storage on the Branch’s electronic filing system. Ensure the maintenance of equipment. Order stationary and other consumables for the Registry Office. Ensure a neat and safe workplace. Control the work of subordinate staff. Coordinate file and document searches. Align filing practices with departmental policy imperatives. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Opening and close files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Ensure and complete index cards for all file Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Keep records for archived documents.

ENQUIRIES: Mr Benneth Baloyi Tel No: (012) 431 1029