ANNEXURE T

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates will be subjected to a security clearance up to the level of “Top Secret”.

APPLICATIONS: The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria.

FOR ATTENTION: Mr Thabiso Moloi

CLOSING DATE: 21 February 2020

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). All shortlisted candidates 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. The shortlisted candidates will be required to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Correspondence will be limited to successful 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 a pre-employment screening and a Top Secret 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. In addition, the successful candidates will have to disclose their financial interests. The successful candidates will be required to enter into employment contracts and a performance agreement.

MANAGEMENT ECHELON

POST 05/88: DIRECTOR-GENERAL AND SECRETARY OF THE CABINET REF NO: PRS/20/01

SALARY: R1 978 533 per annum (level 16) (All-inclusive remuneration package) which consist of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules plus 10% non-pensionable HOD allowance.

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification and a post graduate qualification (NQF level 8) as recognized by SAQA. Must have 8-10 years Senior Management experience (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The successful candidate must have executive management experience with strong leadership capabilities and extensive experience in strategic and managerial positions at an executive level. He/she must also have an experience in monitoring and evaluation of Government policies which will serve as a strong recommendation. The successful candidate must have a thorough understanding of policy and administrative processes of Government. He/she will be innovative and have organizational abilities, good writing skills, computer literacy and good interpersonal skills. He/she must have good understanding of political and government issues.

DUTIES: Provide strategic support to the President to effectively and efficiently execute his constitutional responsibilities as the Head of State and Head of the National Executive of the Republic of South Africa. Provides support to the Deputy President to carry out his responsibilities and other functions as delegated by the President, including his appointed role as a Leader of
Government Business. Provide support to the Minister and Deputy Minister in The Presidency in carrying out their responsibilities regarding the planning, monitoring and evaluation as assigned to them by the President, where such support falls outside the ambit of the respective Department of Planning, Monitoring and Evaluation. Provide oversight of the executive management of the strategic agenda of Government and advice to the President. As a Secretary of the Cabinet, oversee the work of the Cabinet Office to ensure that Cabinet business is effectively and efficiently carried out, particularly Cabinet agendas, content and logistical arrangements. Oversee the disclosure of financial interests by Cabinet members and Deputy Ministers in terms of the Executive Members’ Ethics Act of 1998, and act as custodian of the disclosure of financial interest by the Public Service Commissioners. Provide strategic leadership and support to the Forum of South African Directors-General (FOSAD) and its Management Committee (MANCO). Provide overall leadership for all nation building activities performed by the Presidency such as serving in the role of Chancellor of National Orders. Provide overall management and administrative support on all matters relating to the execution of declared state and official funerals of Public Office Bearers, relevant members of the judiciary and distinguished South Africans. Exercise overall management and administrative oversight on the services rendered to Former Presidents, Deputy Presidents, and their Spouses. Ensure adherence to the minimum Information Security Standards. Serve as Secretary to the National Security Council (NSC), in particular, overseeing the work of the Secretariat to the NSC to ensure that the NSC’s business is effectively and efficiently performed. Serve as Chief Information Officer in terms of the Access to Information Act. Accompany the Principals on international engagements as and when required. The duties outlined above are not exhaustive of all the duties expected of the Director General and Secretary of the Cabinet.

ENQUIRIES

Mr Thabiso Moloi Tel No: (012) 300 5866

POST 05/89

CHIEF OPERATIONS OFFICER REF NO: PRS/20/02
(5 Year contract)

SALARY

R1 978 533 per annum (level 16) (All inclusive remuneration package)

CENTRE

Pretoria

REQUIREMENTS

A postgraduate degree in Business Administration or equivalent qualification (NQF level 8), supported by at least 8-10 years’ experience (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996) in executive management whilst project management skills and in depth knowledge of Public Finance Management Act, Public Service Act and other relevant legislation is paramount. It is expected of the successful candidate to have excellent people interaction and analytical skills and advanced communication skills. Expert-level computer literacy in all the MS Office Suite packages is a prerequisite, as is broad understanding of Internal Audit, Risk Management, Strategic Management, Corporate Services, IT, Financial Management, HRM and Organisational Development as well as corporate governance, is essential. The successful candidate will be a seasoned professional with a proven track record of managerial success in a significant public or private organisation, who has the drive and tenacity required to lead a senior-level multidisciplinary professional team, reporting to the Director-General and Secretary of the Cabinet.

DUTIES

The Chief Operations Officer’s core functions are to serve as the Accounting Officer of The Presidency and provide operational support for the implementation of strategic business plans by all the branches in The Presidency, to enable them to achieve their targets. He/she will: Assist the Director-General and Secretary of the Cabinet in his work relating to cross-branch co-ordination of inputs, feedback and implementation measures. Provide leadership in MTEF processes. Assist in meetings and other forums, including interaction with various stakeholders. Consolidate and monitor performance reports, including delivery on targets through day-to-day interaction with finance, human resources, procurement and IT services.
Ensure service excellence from The Presidency to its stakeholders, in line with the relevant operational plans. Ensure alignment of policies and procedures with the relevant laws and prescripts.

**ENQUIRIES**  
Mr Thabiso Moloi Tel No: (012) 300 5866