DEPARTMENT OF PUBLIC ENTERPRISES

APPLICATIONS
The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 80 Hamilton Street, Arcadia 0083 or 642 Cnr. Olivia street and Jacqueline Drive, Garsfontein Pretoria, Postal Address: P.O BOX 394, Menlyn, 0063 or by email: dpe@basadzi.co.za; Tel No: (012) 998 8953/8049

FOR ATTENTION: Human Resources
CLOSING DATE: 21 August 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). 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 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. 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 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 competency based assessments). The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 18/59: DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL, REF. NO DPE/2020/002
UNIT: Office of the Head of Department

SALARY: R1 057 326 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: Pretoria

REQUIREMENTS: Applicant must be in possession of a three year tertiary qualification in Public Administration or an equivalent qualification (NQF 7) as required by SAQA, accompanied by at least 5 years’ experience at middle/senior managerial level. The successful candidate must be a dynamic and confident person, possessing sound interpersonal and networking skills, the ability to comprehend and think strategically with good organizing and project management skills, the ability to work under pressure and must be willing to work beyond normal working hours. Excellent business writing and communication skills with a high level of computer literacy in Microsoft suites are essential for this position. In-depth knowledge of the Public Service Regulatory frameworks, will serve as an added advantage.

DUTIES: Manage and oversee the following functions: development and maintenance of the DPE’s internal governance structures diary. Development and distribution of Agendas for DPE’s Governance Structures. Distribution of minutes and action schedules for DPE’S governance structures. Conducting of progress follow-up on critical matters for the Head of Department. Alerting members of DPE’s governance structures on report back imperatives. Document management processes in the Office and ensure compliance with MIS Standards. Receive requests for information or responses on all parliamentary matters and coordinate processes for the submission of responses by operational units. Quality assure inputs and responses received from operational units. Consolidate multi-facetted responses. Facilitate approval of responses by the Head of Department. Liaise with the Office of the Minister on all parliamentary matters. Develop and maintain a File Plan for the Office of the HOD’s. Office. Receive all correspondence directed to the HOD, filter issues requiring the personal attention of the HOD and redirect other matters for action by relevant components. Coordinate the retrieval of documents and reports for the HOD. Source information from a wide range of sources within and outside the Department for the HOD. Manage the Office’s document flow system and ensure that the HOD is alerted to critical approval requirements so as to not delay departmental operational work. Research topics of a general nature on behalf of the HOD. Develop and publish position
papers to be used by the HOD during interaction with stakeholders and meetings of a
general nature. Perform quality assurance. Develop and maintain an information
repository of key information that is required by the HOD on a regular basis. Manage
and direct the provisioning of secretarial and receptionist support service, office
administration support services, official engagement and personal diary management
services; and travel and accommodation support to the Head of Department.

ENQUIRIES
Mr George Malatsi, Tel No: (012) 431-1117/ e-mail: George.malatsi@dpe.gov.za

POST 18/60
DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF. NO DPE/2020/003
UNIT: Office of the Chief Financial Officer

SALARY
R1 057 326 per annum (Level 13) All-inclusive salary package) structured as follows: Basic
salary – 70% of package, State contribution to the Government Employee Pension Fund
13% of basic salary. The remaining flexible portion may be structured in terms of the
applicable remuneration rules.

CENTRE
Pretoria

REQUIREMENTS
An appropriate Bachelor’s Degree (NQF Level 7) in Financial Management/ Public
Administration/ Logistics/ Purchasing or equivalent qualification as recognized by SAQA,
coupled with a minimum of 5 years middle/senior managerial level experience in supply
chain management. A valid driver’s license. Knowledge and skills: In-depth knowledge of
code of conduct for Supply Chain Management Practitioners, In-depth knowledge of Public
Service budget procedures, understanding of the department’s strategic objectives,
Knowledge of Safety and Security Framework, Knowledge of Logis, BAS, CSD and other
relevant information management systems and Public Service SCM policies and
procedures, Customer relations management, interpersonal relations skills, conflict
management, communication, negotiation skills, facilitation, presentation, report writing
computer literacy skills, honesty and integrity, problem solving and decision making skills.

DUTIES
Maintain and improve the departmental supply chain management system in line with
legislative requirements and National Treasury’s norms and standards. Manage and direct
the provision of demand and acquisition management service. Develop efficient and cost-
effective supply chain strategies. Manage the departmental bidding process i.e
specification, evaluation and adjudication processes in line with relevant policies and
standard operating procedures. Responsible for asset management and disposal.
Establish and maintain proper control systems for departmental assets and mechanisms
aimed at eliminating theft and losses, wastage and misuse of assets. Manage and direct
the provision of contract management services. Manage Service Level Agreements
(SLA’s) with suppliers and service providers. Effective and efficient inventory
management. Effective and efficient fleet management. Manage the allocated resources
in line with legislative and departmental policy directives and comply with corporate
governance and planning imperatives.

ENQUIRIES
Mr. Benneth Baloyi, Tel No: (012) 431-1029/ e-mail: Benneth.baloyi@dpe.gov.za

OTHER POSTS

POST 18/61
DEPUTY DIRECTOR: INTERNAL AUDIT, REF. NO: DPE/2020/004
Unit: Internal Audit

SALARY
R733 257 per annum (Level 11) (An all-inclusive remuneration salary package) consisting
of a basic salary (70/75% of the total remuneration package), the State’s contribution to
the Government Employees’ Pension Fund (13% of basic salary), and a flexible portion
that may be structured in terms of applicable rules and guidelines.

CENTRE
Pretoria

REQUIREMENTS
Applicant must be in possession of a recognised bachelor’s degree in Internal Auditing/
Accounting/ Diploma in Internal Auditing/ Degree in Auditing with completed articles and
studying towards CIA/CCSA/CGAP/CFSA. At least 3- years working experience at a
supervisory level. Good knowledge of Public Service Act and Regulations; PFMA and
Treasury Regulations; Any legislation relating to the Department of Public Enterprises;
Companies Act, ISPPIA and King IV report on corporate governance. Experience in project
management and budget management. Strong leadership, people and internal audit
engagement project management, mentoring and coaching strategic thinking, problem-
solving, strong negotiation, analytical and well developed verbal and written
communication skills with good interpersonal skills. Ability to work in a team. Highly
proficient in the use of Microsoft Excel, Word and PowerPoint and the Team Mate audit
software. Average knowledge of Computer Assistant Auditing Tools (CAATS), Ability to
work long hours and under pressure. Good audit engagement planning skills and must demonstrate sound ethical and professional acumen.

**DUTIES**: The successful candidate will evaluate the effectiveness of governance, risk management, and control, processes in order to improve the organisations operations and related goals and objectives. Assist in developing the three year rolling internal audit plan and annual internal audit plans based on the results of the strategic and operational risk assessment. Perform internal audit including documenting systems and controls, assessing engagement risks, developing and performing audit procedures. Ensure adherence with DPE’s quality assurance and improvement programme. Assist with the development and review of Charters and IA policies. Ensure efficient management of human resources through successful achievement of the internal audit unit’s objectives. Identify trends in best practices by conducting research. Attendance of Audit Committee meetings. Assist with the administrative functions of the internal audit unit where required. Execute assigned audit projects. Completion of audit fieldwork through the application of the planned audit tools and techniques, the creation of comprehensive working papers and the collation of audit findings and conclusions. The performance and outcomes of the audit fieldwork to achieve the scope and objectives of the audit. Prepare internal audit reports including root cause identification and recommendations for improvement in controls.

**ENQUIRIES**: Ms. Dineo Masilo, Tel No: (012) 431-1026/ e-mail: Dineo.masilo@dpe.gov.za