ANNEXURE I

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: Ms K Maubane

CLOSING DATE: 13 April 2021

NOTE: Applications must be submitted on the improved Z83 form (Employment application form) which must be fully completed and compulsory to be signed and dated, accompanied by certified copies of qualifications, ID as well as a recent updated comprehensive CV with at least names of three (3) referees with current contact details in order to be considered. Certification of all qualifications and ID document must not be older than six (6) months. All qualifications will be verified. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and furnish this Department with an evaluation certificate from SAQA. The mandatory requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Applicants should therefore have proof that they have registered for the Pre-Entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. All shortlisted SMS 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, 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 11/77: CHIEF DIRECTOR: COMMUNICATIONS

SALARY: R1 251 183 per annum (Level 14) (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: Appropriate Bachelor degree in Communications or NQF level 7 as recognised by SAQA. Minimum of 5 years’ experience at senior management level within a political office. Core competencies: Communication, both oral and writing. High levels of initiative, judgment, and decisiveness in accomplishing tasks. Proven ability to work independently. Good time-management skills and an eye for detail. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Ability to work under pressure and to juggle multiple tasks on tight deadlines. Willing to work extended hours, when necessary, Problem solving and analysis. Knowledge management. Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Knowledge: Solid conceptual, research and analytical skills. Excellent writing, editing, and research skills and an ability to quickly produce quality, engaging, and crisp documents and presentations. Strong knowledge of and practical experience in a range of communications planning and implementation approaches such as, opinion research, media engagement, and message targeting. Demonstrated experience presenting to and interacting with members of the media and a wide variety of internal and external stakeholders. Experience working with media on high-profile and or sensitive issues. In depth understanding of the Public Service Regulatory Framework. Good understanding
of Policy formulation process within Government. Good understanding of business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership techniques. Understanding of monitoring and evaluation methods, tools and techniques.

**DUTIES**

- Conceptualise, research and analyse issues, and rapidly synthesize information from varied sources into concise conclusions and recommendations; Manage writing, editing, and research to produce quality, engaging, and crisp documents and presentations; Responsible for the management of the performance of the following units: Media Liaison as well as Research, Drafting and Speechwriting in relation to the performance standards set out for output & projects; Develop communication strategies and plans; Manage interface with the media, organise media briefings, co-ordinate research and content development as well as media monitoring; Participate in Government communication co-ordination structures; and Lead media planning for domestic and international events.

**ENQUIRIES**

- Mr Thabiso Moloi Tel No: (012) 300 5866

**POST 11/78**

**CHIEF DIRECTOR: STRATEGY AND SPECIAL PROJECTS**

**SALARY**

- R1 251 183 per annum (Level 14) (All-inclusive remuneration package)

**CENTRE**

- Pretoria

**REQUIREMENTS**

- A Senior Certificate plus Post-graduate (NQF level 7) in Political or Management Science or equivalent qualification. Minimum of 5 years’ senior managerial experience in the field management. Core competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Ability to work under pressure and to juggle multiple tasks on tight deadlines. Problem solving and analysis. Knowledge management. Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Knowledge: Good understanding of Policy formulation process within Government. Demonstrated ability to manage a broad scope of projects, to coordinate the activities, and to interface with a wide range of stakeholders both within and outside government. In depth understanding of the Public Service Regulatory Framework. Good understanding of business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership techniques. Demonstrated ability to conduct complex analyses to provide essential information necessary for operational decision-making. Understanding of monitoring and evaluation methods, tools and techniques. Proven ability to communicate effectively through verbal, written and graphic means. Strong team orientation, collaborative style and inclusive approach to engaging stakeholders across spectrum. Ability to synthesise widely divergent viewpoints and interests.

**DUTIES**

- Provide project management, strategic planning, and implementation support to further the delivery of strategic initiatives and assigned responsibilities to the Deputy President; Ensure the implementation of responsibilities delegated to the Deputy President is aligned to the priorities set by the President, and the strategic direction as provided by the Deputy President; Ensure that meetings of the statutory and other bodies the President chairs and/or participates in are organised and achieve their purpose; Ensure that the Deputy President’s initiatives aimed at improving the performance of government service delivery are implemented; Coordinate with project teams and ensure that special projects delegated to the Deputy President are implemented in collaboration with government departments, state agencies and partners outside the state; Ensure that the quality of all documentation submitted to the Deputy President is of an acceptable level, to assist the Deputy President in his coordination and decision making roles; Contribute to new areas of focus around social development issues, including on social cohesion, social inclusion, gender, youth, and vulnerable groups; Organise regular interactions between the Deputy President and important stakeholders in society and Nedlac social partners; Monitor the implementations of internal decisions and public commitment of the Deputy President; Prepare briefing notes in preparation of Cabinet and statutory meetings; Responsible for human resources, the unit Operational Plan and the budget.

**ENQUIRIES**

- Mr Thabiso Moloi Tel No: (012) 300 5866

**POST 11/79**

**CHIEF DIRECTOR: PERSONAL SUPPORT SERVICES AND ADMIN**

*(Contract linked to the term of office of the Deputy President)*

**SALARY**

- R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE: Pretoria


DUTIES: Ensure effective secretarial support services to the Deputy President; Provide high-level secretariat and administrative support in the Deputy President’s meetings as required; Ensure smooth management of logistics and coordination, including liaison with South African Air Force; Liaise and synchronise the schedule and logistics with official residences of the Deputy President; Ensure effective and dynamic management and scheduling of diary of the Deputy President; Ensure that filing and registry systems are maintained in accordance with departmental regulations; Prepare and submit regular reports to the Offices of the Head of the Deputy President, Chief Operations Officer and the Director-General in The Presidency as and when required. Schedule regular briefings to the Deputy President for all local and international engagements; Manage and all direct personal support services functions in the Office: Develop and manage a budget as well as the operational plan for the Chief Directorate; Develop and manage performance agreements and work plans with Chief Directorate personnel; Ensure that the office has effective administration and operational systems in line with the Branch, The Presidency and Government-wide prescript; Implement business continuity strategies in accordance with organisational regulations, including the development and implementations of standard operating procedures guiding the work of the Chief Directorate and contributing to that of the Branch; Take necessary steps to promote compliance with MISS protocols and the Access of Information Act; Be the liaison between the Branch and support units such as Protocol, Supply Chain, Events Management, Legal Services etc; Coordinate activities and manage projects in collaboration with internal stakeholders, other departments, civil society, organised labour and business; Provide content and administrative support to the Advisors of the Deputy President. Coordinate generation of content support for Advisors; Ensure that quality and crisp advisory notes are produced by Advisors for the Deputy President on his coordination and decision making roles.

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

POST 11/80: PARLIAMENTARY OFFICER
(Contract linked to the term of office of the Deputy President)
Branch Office of the Deputy President

SALARY: R1 057 326 per annum (Level 13)
CENTRE: Pretoria
REQUIREMENTS: A Senior Certificate plus Bachelor’s Degree or an equivalent qualification on NQF level 7. A minimum of five (5) years’ experience at middle/senior managerial level. Process Competencies: Communication, both oral and writing, client orientation and customer focus, honesty and integrity, service delivery innovation, research capability, willing to work extended hours, when necessary, problem solving and analysis. Core Competencies: Financial management, strategic capability, leadership, program and project management, people management and empowerment, change management, quality assurance. Knowledge: in depth understanding of the Public Service Regulatory Framework, good understanding of Policy formulation processes within Government, in-depth knowledge of Parliamentary rules (NA/NCOP and Joint Rules), good understanding of qualitative research methodologies, good understanding of business and management principles involved in strategic planning, resource allocation, human modelling and leadership techniques; understanding of monitoring and evaluation methods, tools and techniques.

DUTIES: The successful candidate will be responsible to enhance policy development, coordination and integrated strategic planning across all spheres of government through: providing research, content and analytic information support to the Deputy
President as a Member of Parliament and as Leader of Government Business in discharging his executive responsibilities, monitoring the Parliamentary Programme through tracking and reporting on the legislative process in Parliament in respect of Bills, Cabinet liaison to ensure efficient processing of the Legislative programme, programme research, content support and quality assurance to the Deputy President on Parliamentary questions and other accountability matters. To facilitate effective communication between The Presidency and stakeholders through evaluating and contributing towards the strengthening, sustaining and facilitating of operational and communication systems with stakeholders to assist the Deputy President as a Member of Parliament and as the Leader of Government Business office in the execution of his duties, conducting quality assurance of cabinet's Legislative programme, monitoring and reporting on the quantum and timeousness of Parliamentary questions to the Executive, monitoring Parliamentary questions to the Deputy President for relevance, fortnightly submission of the LOGB report to the Cabinet, follow-up with Parliament the tasks allocated to the LOGB during Cabinet meetings, rendering advisory and liaison services to LOGB Parliamentary Liaison Officers and the Office of the Deputy President. To monitor and evaluate the implementation of Government policies and programmes through tracking key developments within the legislative and public-policy sectors to contribute to the knowledge management in the Office of the Deputy President, monitoring strategic Parliamentary decisions and outcomes, and communicating these to the counsellor and the Deputy President, monitoring alignment between the respective programmes of the Executive and the Legislature, attend key Parliamentary meetings. To promote nation building and social cohesion and a partnership with the people towards the collective achievement of a common identity and caring society through engaging and fostering professional relationships with strategic partners and institutions (Parliament’s Executive Authority, Whippery, Questions Offices and Senior Management, and Management of the unit through oversight and reporting.

ENQUIRIES : Ms L Mphahlele Tel No: (012) 300 5865

POST 11/81 : DIRECTOR: STRATEGIC MANAGEMENT
Chief Directorate: Office of the Chief Operations Officer

SALARY : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor’s degree in Social or Public Management or equivalent qualification (NQF level 7) plus a minimum of 5 years' experience at a middle/senior managerial level. Core competencies: Communication, both oral and writing; client orientation and customer focus; honesty and integrity and service delivery innovation. Knowledge management: Financial management; problem solving and analysis; operational capability leadership; program and project management; people management and empowerment; change management; Public Service Regulatory Framework; Policy formulation process within Government; business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique; and monitoring and evaluation methods, tools and techniques.

DUTIES : The successful candidate will oversee the execution and compliance of strategic planning and annual operational planning process; oversee and monitor the performance of The Presidency on a quarterly and annually basis; compile the in-year and the end-of-year performance information reports to ensure that policies and procedures are maintained for performance information so as to keep them relevant and updated with all legislative changes; oversee quarterly performance review sessions to enable to Accounting Officer an opportunity to interface with management to access the achievement of the performance targets and predetermined commitments against action plan; interact with Budget Office and Human Resource with regards to aligning the operational plan with the resource plans therefore compile all necessary performance information in appropriate inputs for the ENE and AENE; inputs into HR plans etc; quality assure the performance information before the presentation to the Executive Authority, Accounting Officer, Branch Heads, Audit Committee, National Treasury, Department of Planning, Monitoring and Evaluation as well as Auditor-General; and ensure a safe storage of performance information for the purpose of publishing quality data. Coordinate and oversee the evaluation of Presidency programmes in line with the approved Departmental Evaluation Plan, as well as coordinating the
evaluation function in line with the National Evaluation Planning Framework (NEPF).

ENQUIRIES : Mr Katlego Futhane Tel No: (012) 300 5995

OTHER POSTS

POST 11/82 : ASSISTANT PRIVATE SECRETARY
(Contract linked to the office of the Deputy President)
Branch: Office of the Deputy President

SALARY : R733 257 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a Bachelor’s Degree / National Diploma or equivalent qualification on NQF level 6 with a minimum of 3 years’ executive secretarial experience. The successful candidate will provide executive and professional secretarial support to the Deputy President to enable him to perform his executive and constitutional responsibilities. Competencies: Be professional, highly motivated, initiative and a critical thinker who will be able to gather and analyze information skillfully, hands-on executive secretarial experience in offering services to the Deputy President, excellent interpersonal skills, excellent organizational and planning skills and ability to work on multiple projects simultaneously, sense of urgency and ability to identify, analyse and resolve problems in a timely manner, be able to work independently, as part of a team and under pressure, Excellent telephone etiquette, project management skills, effective oral and written communication skills, good office management skills and be able to handle confidential matters and have integrity and be trustworthy. Knowledge: good Understanding of protocol and security measures, good computer knowledge, good knowledge of travel and subsistence procedures and good understanding of Public Service Regulatory Framework.

DUTIES : The successful candidate will be responsible to provide executive and professional secretarial, administrative and logistical support to the Deputy President, management of diary of the Deputy President, liaise with role-players to ensure optimum executive, content and logistical support to the Deputy President, liaise with the Department of International Relations and relevant Ministries to ensure thorough planning and smooth-running of international and local engagements and management of travel and logistical arrangements for the Deputy President.

ENQUIRIES : Ms L Mphahlele Tel No: (012) 300 5865

POST 11/83 : SPECIALIST: RESEARCH, DRAFTING AND SPEECHWRITING
Branch: Office of the Deputy President

SALARY : R733 257 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a Bachelor’s Degree / National Diploma or equivalent qualification on NQF level 6 with a minimum of 3 years’ experience in journalism, media liaison or any other related field. Competencies: Be professional, highly motivated, initiative and a critical thinker who will be able to gather and analyze information skillfully, good interpersonal skills, excellent computer skills, effective oral and written communications skills, Research skills, excellent organizational and planning skills and ability to work on multiple projects simultaneously, sense of urgency and ability to identify, analyse and resolve problems in a timely manner, be able to work independently and under pressure, strong ability to work with ambiguity and constantly changing set of circumstances and issues, have project management knowledge and experience, and integrity and trust. Knowledge and Management: Problem solving and analysis; good computer knowledge; good programme and project management; knowledge of South African and International media landscape; Public Service Regulatory Framework; and Policy formulation process within Government.

DUTIES : The successful candidate will ensure effective content support, mainly speeches and notes in the Private Office of the President. Provide well written speeches that articulate the national and international vision and ideas of the President. Research and draft notes for the President.

ENQUIRIES : Ms L Mphahlele Tel No: (012) 300 5865
POST 11/84: DEPUTY DIRECTOR: MEDIA LIAISON
Branch: Office of the Deputy President

SALARY: R733 257 per annum (Level 11)
CENTRE: Pretoria
REQUIREMENTS: A Senior Certificate plus a Bachelor’s Degree / National Diploma or equivalent qualification on NQF level 6 with a minimum of 3 years’ applicable managerial experience. Competencies: Be professional, highly motivated, initiative and a critical thinker who will be able to gather and analyze information skillfully, excellent interpersonal skills, excellent organizational and planning skills and ability to work on multiple projects simultaneously, sense of urgency and ability to identify, analyse and resolve problems in a timely manner, be able to work independently, as part of a team and under pressure. Excellent telephone etiquette, project management skills, effective oral and written communication skills, and be able to handle confidential matters and have integrity and be trustworthy. Knowledge: good understanding of the communications strategy of The Presidency and role of the Presidency as the apex of government. Understanding the government-wide communication strategy and its application to The Presidency. Good understanding of the strategic objectives that inform the annual and daily programmes of The Principal. Building relationships or partnerships i.e stakeholder relations within and beyond government. Excellent understanding of the priorities of government. Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedures. Good understanding of Public Service Regulatory Framework.

DUTIES: The successful candidate will be participating in the development and implementation of the communications strategy of The Presidency and in support of the annual and daily programmes of the Office of the Deputy President (ODP). Conduct media monitoring and issue relevant alerts to ODP Communications Unit and/ or ODP Management. Draft media statements, advisories, press releases, articles and other documents as directed by Management in the communications team. Establish and maintain good working relations with the media. Coordinate media events and other public engagements. Participate in internal communication process of the Deputy President including writing and reporting. Develop communications plans in support of activities of the Principal and in partnership with relevant stakeholders in or outside government.

ENQUIRIES: Ms L Mphahlele, Tel No: (012) 300 5865

POST 11/85: DEPUTY DIRECTOR: INFORMATION SECURITY
Directorate: Internal Security

SALARY: R733 257 per annum (Level 11)
CENTRE: Pretoria
REQUIREMENTS: A Senior Certificate plus Bachelor’s Degree in Information Security or an equivalent qualification on NQF level 7. A minimum of three (3) years’ experience in Information Security environment. Cryptographic certified will be an added advantage. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skillfully; good interpersonal skills; have excellent organizational and planning skills; ability to read and analyse official documents; have good presentation, facilitation and training skills; have average understanding of information security and document management; be able to work independently as part of a team and under pressure; have project management knowledge and experience and confidentiality, integrity and trust. Knowledge management: Problem solving and analysis; good computer and capturing skills; knowledge of classification of information; have effective oral and written communication skills; knowledge of the National Strategic Intelligence Act 1994 (Act 39 of 1994); Protection of information Act 2000 (Act 84 of 2004); the National Vetting Strategy in the Public Service; Minimum Information Security Standards (MISS) and Criminal Procedure Act 1997 (Act 51 of 1997); have good knowledge of policy analysis and development; and good office management skills.

DUTIES: The successful candidate will be responsible for Developing and implementing policies and procedures to ensure the protection of information in The Presidency Managing of an information security operations room to ensure the protection of sensitive information during transmission. Conducting training sessions and workshops to ensure that staff members are well informed about classification of information. Ensuring Information Technology (IT) server room and store room are secured. To ensure the authentication of telecommunications (manage Vodacom...
and MTN towers and personal) report communication breaches at SSA serve as JPC secretariat.

ENQUIRIES: Mr I Photo Tel No: (012) 301 1759

POST 11/86: OFFICE MANAGER
Branch: Office of the Deputy President

SALARY: R733 257 per annum (Level 11)
CENTRE: Pretoria
REQUIREMENTS: A Senior Certificate plus an appropriate Bachelor degree/National Diploma or equivalent qualification on NQF level 7 with a minimum of 3-years’ managerial experience. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skillfully. Hands-on executive secretarial experience in offering services to the Office of the Deputy President. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to ability identify, analyse and resolve –problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills. Good office management skills and be able to handle confidential matters and has integrity and is trustworthy. Knowledge: good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence (S&T) procedures. Good understanding of Public Service Regulatory Framework.

DUTIES: The successful candidate will be responsible for the following key performance areas: Ensure effective and efficient functioning of the Deputy Director-General office. Gather information for the Deputy Director-General’s office. Coordinate, monitor and report as instructed. Liaise with clients and stakeholders, written, verbal and electronic. Manage the office’s budget. Ensure and effective and efficient secretarial service.

ENQUIRIES: Mr K Futhane Tel No: (012) 300 5995

POST 11/87: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING – PAYMENTS
Directorate: Financial Administration

SALARY: R356 289 per annum (Level 09)
CENTRE: Pretoria

DUTIES: The successful candidate will be responsible for collection and recording of revenue. Cashier, banking service and electronic payments. Monitoring and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Expenditure management. Oversee verification of source documents. Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Transfers and subsidies. Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they
comply with the relevant financial legislative requirements. Authorise the payment of transfers and subsidies processed on the accounting system. Oversee the processing of information to determine expenditure against budget. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service. General supervision of employees. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and process to ensure efficient and effective functioning. Management of suspense and Control Account on a monthly basis to ensure compliance. Management of Petty Cash Transaction and supervision if the petty cash officer and cashier. Management of Donor funding payments and reconciliation of the account.

ENQUIRIES: Ms N Mekhoe Tel No: (012) 300 5901

POST 11/88: SENIOR STATE ACCOUNTANT
Directorate: Financial Administration
SALARY: R316 791 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: A Senior Certificate plus an appropriate Bachelor degree/Diploma or equivalent qualification on NQF level 6 with a minimum of 3-years’ experience in financial environment. Competencies: Good understanding of Basic Accounting System (BAS), Good communication skills, both oral and writing; client orientation and customer focus; honesty and integrity; service delivery innovation. Knowledge Management: Financial management; problem solving and analysis; Public Service Regulatory Framework; Policy formulation process within Government and monitoring and evaluation methods, tools and techniques.

DUTIES: The successful candidate will be responsible for the following key performance areas: Maintaining of the BAS SCOA structure of the department. Implement National Treasury guidelines and processes. Maintain user profile system. Carry out security management in relation to system control service. Log request with BAS help desk and provide feedback to users promptly. Conduct regular training on BAS system to ensure optimal utilization of departmental financial system. BAS system maintenance. Management of receipt of payments from Supply Chain Management. Management of Invoice Tracking System. Safekeeping of payments batches. Staff supervision.

ENQUIRIES: Ms N Mekhoe Tel No: (012) 300 5901

POST 11/89: SENIOR ASSET OFFICER: ASSET VERIFICATION
Directorate: Supply Chain Management
SALARY: R316 791 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: A Senior Certificate plus an appropriate Bachelor degree/National Diploma in Financial Management/Supply Chain Management/Logistics/Public Administration/Public Management or equivalent qualification on NQF level 6 with a minimum of 3-5 years’ experience in Supply Chain Management environment. Competencies: Good communication skills, both oral and writing; client orientation and customer focus; honesty and integrity; service delivery innovation. Knowledge Management: Supply Chain Management; problem solving and analysis; Public Service Regulatory Framework; Policy formulation process within Government and monitoring and evaluation methods, tools and techniques.

DUTIES: The successful candidate will be responsible for the following key performance areas: Supervise and perform the capturing of all physical (moveable and immovable) assets in the physical asset management registers. Receive all movable assets. Perform quantity and quality control. Allocate inventory and bar code to the assets. Capture asset information in the relevant registers. Supervise the allocation of assets to asset holders. Determine the asset according to Asset Management Policy and procedures of the department. Captures the asset information on the inventory list (room list) of the asset holder. Issue asset and inventory list (room list) to asset holder. Arrange for delivery of the asset to the asset holder. Approve the moveable asset register updates. Monitoring of assets in accordance with the relevant policy and procedures. Monitor assets for compliance with asset control prescripts. Monitor for physical condition, utilisation functionality and financial performance. Perform asset verification according to prescribed time frames. Compile reports on the state of state assets. Inform guide
and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices. Supervise employees to ensure sound physical asset management. General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspect of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address general enquiries on asset allocation and control.

ENQUIRIES : Ms N Muthobi Tel No: (012) 308 1953