APPLICATIONS : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0083 or by email stated below recruitths@dpe.gov.za

FOR ATTENTION : Human Resources

CLOSING DATE : 14 May 2021

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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applications. The department reserves the right not to fill this position. People with disabilities are encouraged to apply and preference will be given to the EE Targets of the Department.

MANAGEMENT ECHELON

POST 15/39 : DEPUTY DIRECTOR-GENERAL: SOC GOVERNANCE ASSURANCE AND PERFORMANCE REF NO: DPE/2020/004

Unit: SOC Governance Assurance and Performance

SALARY : R1 521 591 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’s personal needs.

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of postgraduate degree in Legal and/or Business Administration (NQF Level 8), with minimum of 8-10 years’ experience of which 5 years must be at senior managerial level, as required. Knowledge and experience in public sector compliance management will be an added advantage. The candidate must demonstrate strong capabilities in strategic, change, risk, quality and project management as well as the ability to interpret and codify legal statutes. Excellent report writing, communication, presentation, negotiation and problem solving skills as well as the ability to work under pressure and meet deadlines are crucial in the position.

DUTIES : At a strategic level manage and coordinate the development of the DPE’s legal assurance policy regime, compliance to legislation and standardised legal instrument assurance framework for the SOC Group. Direct, manage and coordinate processes to align existing or develop legal instruments for the governance of SOC’s in the group. Manage processes to provide legal opinions on Shareholder interface processes with SOC Boards. At a strategic level coordinate and oversee the development and implementation of the DPE’s SOC governance policy and instruments frameworks inclusive of governance standards. Governance assessment toolkits for the SOC Group and the SOC Groups governance reporting framework. At a strategic level, manage the provisioning governance early warning services to the Stakeholder. Manage SOC governance review processes and at a technical level engage executive management of SOC’s on identified governance issues. Provide, through the Director-General, at a strategic level technical advisory services to the Minister as Shareholder on governance issues within a specific SOC. Provide, through the Director-General, technical advisory services to the Minister with regard to the appointment and management of SOC Boards. Strategically direct the development of a fraud prevention and anti-corruption strategy, policy and instruments. Coordinate the provisioning of technical support to the department to implement appropriate fraud prevention and anti-corruption measures. Manage the development and implementation of departmental system to appropriately manage issues of conflict of interest. Manage the coordination of internal and SOC investigations (including forensic investigations) related to
fraud and corruption, track implementation of Investigation Reports with SOCs; Track all compliance activities within the prescribed frameworks and report thereon. Oversee the development and implementation of DPE’s Code of Ethics. Monitor, evaluate and report on the impact of DPE’s fraud prevention and anti-corruption. Provide technical support on Corporate Commercial transactions. Direct, Manage and represent the department in litigations, provide legal advice and opinions. Deal with all forms of arbitration. Also, advise and support the department on all aforementioned matters. Strategically direct the development of institutional capacity for the performance of a SOC Group risk management function, including policies and instruments. Strategically direct the development, maintenance and implementation of the DPE’s SOC Group’s Risk Register and mitigation strategies. Coordinate at a strategic level processes to analyse the impact of risk mitigation strategies and report thereon to inter alia also inform compact alignment requirements. Coordinate at a strategic level processes to provide the Shareholder with early warning services. Manage SOC risk assessment review processes and at a technical level engage executive management of SOC’s on identified risk issues and mitigation strategies. Provide, through the Director-General, at a strategic level technical advisory services to the Minister on shareholder risk issues/mitigation mechanisms within a specific SOC as well as Board engagement matters. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Branch’s Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Mobilise technical support of the business support components to implement and maintain prescribed human resource, financial and supply chain management systems within the Branch. Direct, manage and account for the utilisation of the Branch’s human resources. Based on operational imperatives re-prioritise the allocation of resources within the Branch. Oversee strategic and annual planning processes for the Branch and ensure compliance with the DPE’s Strategic Planning and Performance Review Agenda. Strategically direct the utilisation of technology in support of the Branch’s business processes. Develop and maintain strategic partnerships in support of Branch’s operations.

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