

**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.***

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za
- FOR ATTENTION** : Mr T Moloji
- CLOSING DATE** : 21 June 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 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. Candidates will be subjected to a security clearance up to the level of "Top Secret".

**MANAGEMENT ECHELON**

- POST 20/75** : **CHIEF OPERATIONS OFFICER**  
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

**DUTIES**

drive and tenacity required to lead a senior-level multidisciplinary professional team, reporting to the Director-General and Secretary of the Cabinet.

: 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