

**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.
- FOR ATTENTION** : Ms K Maubane
- CLOSING DATE** : 2 July 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. 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". For all re-adverts, the department encourages candidates who previously applied to re-apply. There-adverts are to amend the qualification requirements from NQF level 6 to NQF level 7.

**OTHER POSTS**

- POST 22/165** : **REMUNERATION SPECIALIST**  
Directorate: Independent Commission for the Remuneration of Public Office Bearers
- SALARY** : R733 257 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus an appropriate Bachelor's Degree/ Advanced Diploma OR equivalent qualification on NQF level 7. A Professional Certification in Global Remuneration Practice (GRP) will add as advantage. A minimum of 3-5 years' experience in HRM, remuneration and benefits analysis environment, in one of the following institutions: Government, National Parliament / Legislature, Judiciary, Constitutional Institution and Traditional Leadership structures in South Africa; and at least 3 years should be at middle management services. Exposure to statistical data analysis and interpretation, good knowledge of the applicable legislations framework and sound understanding and application of job evaluation principles. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Strategic 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. Monitoring and evaluation method, tools and techniques.
- DUTIES** : Provide remuneration research, administration and reporting support to the Head of Secretariat of the Independent Commission for the Remuneration of Public Office Bearers (Commission) with regards to specified public office. Conduct

research and analysis on remuneration and reward strategy and practices in relevant public office bearer institutions. Execute and update job profiling, grading and benchmarking exercises in respect of relevant position: authorities, judiciary and traditional leadership structure. Monitor and review all processes relating to remuneration of relevant office bearers. Report to and advise the Head of the Secretariat on remuneration strategy developments, trends, practices and suggestions. Liaise with stakeholders in the relevant institution with regard to remuneration issues, Establish direct communication structures with relevant stakeholders. Support the Head of Secretariat and the commission with regard to specified public office bearer positions in different spheres of government. Prepare submissions in respect of remuneration within the relevant institutions.

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

**POST 22/166** : **ASSISTANT PRIVATE SECRETAR**  
(Contract linked to the of office of the Deputy President)  
Re-advert: candidates who previously applied are encouraged to re-apply  
Branch: Office of the Deputy President

**SALARY** : R733 257 per annum (level 11)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate plus a Bachelor's Degree/ Advanced Diploma or equivalent qualification on NQF level 7 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 22/167** : **SPECIALIST: RESEARCH, DRAFTING AND SPEECHWRITING**  
Re-advert: candidates who previously applied are encouraged to re-apply  
Branch: Office of the Deputy President

**SALARY** : R733 257 per annum (level 11)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate plus a Bachelor's Degree/ Advanced Diploma OR equivalent qualification on NQF level 7 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 telephone etiquette; program 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 22/168** : **DEPUTY DIRECTOR: MEDIA LIAISON**  
Re-advert: candidates who previously applied are encouraged to re-apply  
Branch: Office of the Deputy President
- SALARY** : R733 257 per annum (level 11)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate plus a Bachelor's Degree/ Advanced Diploma OR equivalent qualification on NQF level 7 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 22/169** : **OFFICE MANAGER**  
Re-advert: candidates who previously applied are encouraged to re-apply  
Branch: Office of the Deputy President
- SALARY** : R733 257 per annum (level 11)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate plus a Bachelor's Degree/ Advanced 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 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** : Ms L Mphahlele, Tel No: (012) 300 5865

**POST 22/170** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING – PAYMENTS**  
Re-advert: candidates who previously applied are encouraged to re-apply  
Directorate: Financial Administration

**SALARY** : R376 596 per annum (Level 9)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate plus a Bachelor's Degree/ Advanced Diploma OR equivalent qualification on NQF level 7 in Financial Management. Three (3) years related financial experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial Management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment. 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. Monitoring and evaluation methods, tools and techniques.

**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

**ENQUIRIES**

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