

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION
The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your application to directorgeneral2021@dirco.gov.za. Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement. Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 03 December 2021. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new Form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, please visit the Department's website (www.dirco.gov.za) – home page under Employment Information. Applications should be accompanied by a comprehensive CV and copies of qualifications and identity document or any other relevant documents. Received applications using the incorrect Z83 for employment will not be considered. Please forward your application to the e-mail address indicated in the advertisement, quoting the reference number or post name in the subject line in order to receive an acknowledgement. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted 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. 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), using the mandated DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS appointments. The course is available at the NSG under the name: Certificate for entry into SMS and the full details can be obtained by following the link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. The successful candidate will have to complete a Financial Disclosure form annually. We thank all applicants for their interest. DIRCO reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 40/38** : **DIRECTOR-GENERAL: INTERNATIONAL RELATIONS & COOPERATION**
(Fixed-Term Contract)
- SALARY** : R1 978 533 per annum, total salary package, plus a 10% non-pensionable allowance. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a five year employment and performance contract with the Minister.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an undergraduate qualification and a post graduate qualification (NQF Level 8) as recognized by SAQA; 8-10 years of experience at a senior managerial level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. Competencies: A

broad understanding of South Africa's domestic and foreign policy objectives and imperatives; Knowledge of relevant public service prescripts and legislative frameworks; Financial management skills and knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations; Experience and skills in public policy development and implementation and an understanding of the work of Government and the various stakeholders. Strategic capability and leadership skills; People management and empowerment skills; Service delivery innovation, Change management skills and experience; Client orientation/customer focus; Negotiation skills; Analytical and problem-solving skills; Good interpersonal skills and the ability to inspire staff morale; Ability to communicate effectively at all levels; Willingness to travel nationally and internationally.

DUTIES

: As Accounting Officer and Head of Department, the Director- General will: Successfully carry out responsibilities set out in the Public Finance Management Act (PFMA); Provide corporate as well as financial and asset management services for the Department; Provide strategic leadership in the advancement and promotion of South Africa's national interests and values through bilateral diplomatic relations in pursuit of foreign policy and objectives; Provide strategic leadership in the advancement and promotion of South Africa's national interests and values through multilateral diplomatic relations with other countries in pursuit of foreign policy and objectives; Ensure the provision of Public Diplomacy that promotes a positive projection of South Africa's image which communicates foreign policy positions to both domestic and foreign audiences; Oversee the provision of a world class South African State Protocol and Consular Services in support of DIRCO,s strategic objectives; Oversee the overall security in the Department and implement the Minimum Information Security Standards (MISS); Oversee the disbursement of membership fees and transfers to international organisations.

ENQUIRIES

: Ms MS Maja Tel No: (012) 351 1487