

## DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria, 0008.
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 13 May 2022
- NOTE** : Applications must be submitted on form Z83 and Copies of qualifications, identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted 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 these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

- POST 14/69** : **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: DPE/2020/02**  
Unit: Office of the Head of Department
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a three year tertiary qualification in Public Administration or an equivalent qualification (NQF 7) as required by SAQA, accompanied by at least 5 years' experience at middle/senior managerial level. The successful candidate must be a dynamic and confident person, possessing sound interpersonal and networking skills, the ability to comprehend and think strategically with good organizing and project management skills, the ability to work under pressure and must be willing to work beyond normal working hours. Excellent business writing and communication skills with a high level of computer literacy in Microsoft suites are essential for this position. In-depth knowledge of the Public Service Regulatory frameworks, will serve as an added advantage.
- DUTIES** : Manage and oversee the following functions: development and maintenance of the DPE's internal governance structures diary. Development and distribution of Agendas for DPE's Governance Structures. Distribution of minutes and action schedules for DPE'S governance structures. Conducting of progress follow-up on critical matters for the Head of Department. Alerting members of DPE's governance structures on report back imperatives. Document management processes in the Office and ensure compliance with MIS Standards. Receive requests for information or responses on all parliamentary matters and coordinate processes for the submission of responses by operational units. Quality assure inputs and responses received from operational units. Consolidate multi-faceted responses. Facilitate approval of responses by the Head of Department. Liaise with the Office of the Minister on all parliamentary matters. Develop and maintain a File Plan for the Office of the HOD's. Office. Receive all correspondence directed to the HOD, filter issues requiring the personal attention of the HOD and redirect other matters for action by relevant components. Coordinate the retrieval of documents and reports for the HOD. Source information from a wide range of sources within and outside the Department for the HOD. Manage the Office's document flow system and ensure that the HOD is alerted to critical approval

requirements so as to not delay departmental operational work. Research topics of a general nature on behalf of the HOD. Develop and publish position papers to be used by the HOD during interaction with stakeholders and meetings of a general nature. Perform quality assurance. Develop and maintain an information repository of key information that is required by the HOD on a regular basis. Manage and direct the provisioning of secretarial and receptionist support service, office administration support services, official engagement and personal diary management services; and travel and accommodation support to the Head of Department. .Manage and oversee departmental Information and Knowledge Management services.

**ENQUIRIES**

: Mr George Malatsi Tel No: 012 431-1117

**OTHER POST**

**POST 14/70**

: **DEPUTY DIRECTOR: SECURITY AND FACILITIES REF NO: DPE/2022/03**  
Unit: Security and Facilities Management

**SALARY**

: R744 255 per annum (Level 11), (all-inclusive salary package) consisting of a basic salary of 70/75% and 30%/25% flexible portion that can be structured according to individual's personal needs.

**CENTRE REQUIREMENTS**

: Pretoria  
: Applicants must be in possession of a degree in Public Administration/Security/Facilities Management or related fields (NQF level 7) as recognized by SAQA. A minimum of three (3) years' experience in either Security and or Facilities management at supervisory level (Assistant Director Level). Knowledge and Understanding of Public Finance Management Act, Promotion of Access to Information Act, Protection of Information Act, Minimum Physical Security Standards, Occupational Health and Safety, Security & Auxiliary Services Standards eg. MISS, MPSS, NTR, Public Service Act, 1994, Public Service Regulations 2001 (amended), National Treasury Regulations and project management.

**DUTIES**

: Provide technical support with the development and maintenance of the departmental security and safety policy framework. Coordinate and provide physical and person security services on departmental premises and events. Coordinate and provide vetting services. Conduct investigations of security breaches and asset losses. Manage and implement departmental processes to ensure compliance with OHSA and SHERQ. Manage the facilities resources. Manage and implement departmental processes to ensure compliance with OHSA and SHERQ. Manage Service Level Agreements of Service Providers. Managing of the Occupational Health and Safety function. Manage subordinates.

**ENQUIRIES**

: Mr. Benneth Baloyi Tel No: (012) 431-1029

**INTERNSHIP PROGRAMME (2022-2024)  
(TWENTY-FOUR (24) MONTHS)**

**APPLICATIONS**

: The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria, 0008.

**FOR ATTENTION**

: Human Resources

**CLOSING DATE**

: 13 May 2022

**NOTE**

: Applicants must be South African citizens between the age of 18 to 35, unemployed graduates and have not been exposed to an internship programme before. Note: it will be expected from the selected candidates to be available for interviews on a date of and place as determined by the Department of Public Enterprises. Applicants must note that further checks will be conducted once they are shortlisted and their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal record. If you apply for more than one position in the Department, please submit separate applications for each position. Applications must be submitted on a Z83 Form(new Z83 Form which is effective as from 01 January 2021) obtainable from the Department of Public Service and Administration website: [www.dpsa.gov.za](http://www.dpsa.gov.za) or may be collected from the Department of Public Enterprises , 80 Hamilton street, Arcadia or any Government Department . All Applications must be accompanied by a CV, copy of your senior certificate, Identity document, academic record and qualification. It is the applicant responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to

submit the required document will result in your application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Public Enterprises reserves the to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process

#### OTHER POSTS

**POST 14/71** : **OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: INTERN/202/009 (X1 POST)**  
Unit: Finance

**STIPEND** : R8 000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Financial Management, Public Financial Management, Financial Accounting  
**ENQUIRIES** : Mr Simon Manganye Tel No: 012 431 1012 or Ms Lettie Sono Tel No 012 431 1265

**POST 14/72** : **CORPORATE MANAGEMENT REF NO: INTERN/2022/010 (X1 POST)**  
Unit: Internal Audit

**STIPEND** : R8 000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Financial Management/Bachelor of Commerce in Auding/ Risk Management/ Internal Auditing/ Accounting  
**ENQUIRIES** : Mr Simon Manganye Tel No: 012 431 1012 or Ms Lettie Sono Tel No 012 431 1265

**POST 14/73** : **OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: INTERN/2022/011 (X1 POST)**  
Unit: Supply Chain Management

**STIPEND** : R8 000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor Degree or National Diploma in Public Administration/ Management/ Supply Chain Management/ Logistics Management.  
**ENQUIRIES** : Mr Simon Manganye Tel No: 012 431 1012 or Ms Lettie Sono Tel No 012 431 1265