

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 applications to the e-mail address indicated below post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria
- CLOSING DATE** : 11 November 2022. 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, kindly visit the Department's website (www.dirco.gov.za) – home page under Employment Information. Applications should be accompanied by a detailed or comprehensive CV only\Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates. Received applications using the incorrect Z83 for employment will not be considered. 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 personnel suitability checks and verification of qualifications. 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.

OTHER POSTS

- POST 40/70** : **DEPUTY DIRECTOR: OPERATIONAL, COMPLIANCE & FORENSIC AUDIT**
Re-advertisement and applicants who applied previously must re-apply
Chief Directorate: Internal Audit
- SALARY** : R744 255 per annum (Level 11). 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an NQF level 6 in Internal Auditing or Accounting or Forensic Auditing. The qualification must have Auditing or Internal Auditing as one of the Majors, An NQF level 7 in the above-mentioned qualifications will be an added advantage. Registration and/or membership with a relevant professional organization such as, the Institute of Internal Auditors of South Africa (IIASA) or South African Institute of Chartered Accountants or Association of Certified Fraud Examiners is compulsory. A Certified Internal Auditor or a Chartered Accountant or a Certified Fraud Examiner (CFE) certification will be an added advantage. At least three (3) to five (5) years' experience at junior / middle management level in Internal Audit with knowledge of Forensic Auditing within the Auditing environment. Completed external or internal auditing articles will be an added advantage. Competencies: In depth knowledge and understanding of the relevant Public Service regulations and prescripts such as (PSA, PSR, PFMA, etc. Knowledge of Risk Management standards and procedures and Corporate Governance prescripts Knowledge of Forensic audits/investigations, internal auditing and accounting principles and business practices. In-depth understanding of computer application systems; appropriate training and experience in complex computer environments; proficiency in the IT system being audited. Knowledge of standards for the Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Sound understanding of risk and enterprise risk management practices. People management, Planning and organizing, Time management, Strategic planning, Policy analysis and Development, Facilitation and presentation skills, Report writing Skills. Ability

- to work as a team and independently, Ability to work under pressure, Political and cultural sensitivity.
- DUTIES** : Review and execute operational, compliance and forensic audits/investigations. Assist in conducting information technology audits (Data analytics). Identify the indicators of fraud and other irregularities. Provide technical support and management to the Chief-Directorate. Perform any ad-hoc duties as requested by management for the Unit.
- ENQUIRIES APPLICATIONS** : Ms N Moyakhe Tel No: (012) 351 0767 / Ms W Matlala Tel No: (012) 351 0514
Please e-mail your application to ddocfa22re@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.
- POST 40/71** : **ASSISTANT DIRECTOR: VETTING OFFICER (X2 POSTS)**
Branch: corporate management
Directorate: vetting fieldwork & integrity management
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)
: Pretoria
: Applicants must be in possession of three-year degree/diploma as recognized by SAQA in Security Management, Social Sciences with two or more of the following subjects: Psychology; Sociology; Social Work and Criminology. Successful completion of a three (3) to four (4) months Vetting Course as offered by SANDF/SSA/SAPS. At least 3 years' experience at junior management level in conducting Top Secret/Secret vetting investigations. A valid driver's license – code B. A Top-Secret clearance (valid at least until 31 March 2023). Competencies: Planning and organising. Computer skills (MS Word, Power-point, Excel); Conflict management. Communication skills; Report writing skills; Administrative skills. Good interpersonal skills; Analytical skills; Interview skills; Presentation skills.
- DUTIES** : Conduct vetting fieldwork investigations Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations Provide effective communication channels and systems between the Department and the SSA and other related agencies Administer files and partake in task teams dealing with matters related to vetting projects / processes.
- ENQUIRIES APPLICATIONS** : Ms H Petzer Tel No: (012) 351 1195
Please e-mail your application to asdvo22@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.
- NOTE** : Candidates will be subjected to a written exercise as well as a physical interview.
- POST 40/72** : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY**
Branch: corporate management
Directorate: employee health & wellness
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Pretoria
: Applicants must be in possession of an appropriate bachelor's degree (NQF Level) or equivalent qualification (NQF Level 6) recognized by SAQA Three (3) years' experience in Occupational Health and Safety issues Competencies: An in-depth knowledge of the Occupational Health and Safety Act (OHSA), Regulations and related prescripts. Planning and organising skills Analytical skills Computer literacy Good communication skills (verbal and written) Client orientation / customer focus Good report writing skills Project Management skills Problem Solving.
- DUTIES** : Manage and oversee the implementation of the OHSA in an office environment. Develop occupational health and safety systems, including policies, procedures, and manuals Ensure that the Department complies with all aspects of the OHSA and advise the Occupational Health and Safety Committee on non-compliance and measures to rectify them Provide guidance and support to SA Missions abroad and monitor compliance Serve as Secretariat of the Departmental Occupational Health and Safety Committee Coordinate training for officials to serve as Safety, Health and Environmental Representatives, First Aid Wardens, Fire and Evacuation Wardens Maintain a database of officials trained in different disciplines of OHS Maintain an incident register and investigate all injuries on duty Compile reports and submissions

ENQUIRIES
APPLICATIONS

- on OHS related matters Serve as liaison between the Department, the Department of Labour and relevant stakeholders Educate DIRCO officials on OHS related matters Ensure procurement of relevant OHS equipment.
- : Mr Jan Matji Tel No: (012) 301-8764
- : Please e-mail your application to asdohs22@dirco.gov.za - Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.