

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 or by email stated below
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 19 December 2022
- NOTE** : Applicants are not required to submit copies of qualifications and qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Department will request certified copies of Qualifications and other relevant documents from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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. 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 Failure to submit the requested documents will result in your application not being considered. 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 46/266** : **SPECIALIST: LEGAL ASSURANCE REF NO: DPE/2022/006**
Specialist Stream: Governance and Legal Assurance
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package), consisting of a Basic salary of 70% and 30% flexible portion that can be structure according to individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate LLB degree (NQF Level 7) as recognized by SAQA accompanied by minimum of 5 years' experience at middle / senior managerial level. Experience in negotiating commercial transactions and advising on structuring of commercial transactions. As a member of the Legal team, assist the business units on the legal aspects of transactions, ensuring that a particular action, situation, initiative and/or investment by the State Owned Companies does not have an adverse reputational or other negative consequences for the State Owned Companies and the Department. Business acumen to develop short and long term strategies. Demonstrate commercial and financial expertise. Ability to use methodical problem solving approach as a foundation for effective decision making taking into account importance, urgency and risk. Delivery and translation of business objectives into practical and organized action plans to ensure successful implementation of such plans. Ability to be part of a team, communicate ideas, information and business objectives effectively and persuasively resulting in desired actions and outcomes. Ability to promote collaboration and learning within and across business boundaries to achieve stakeholder satisfaction. Ability to work under pressure and meet deadlines. Legislative understanding and Knowledge of various legislation including but not limited to Public Finance Management Act, 1999, Companies Act, 2008, Environmental laws and the Constitution, 1996.
- DUTIES** : Assist in the negotiation of complex commercial transactions and offer legal advice on the structuring of commercial transactions. Implement legal structures and practices through pro-active approach and maintain high legal service standards to ensure regulation and compliance. Provide oversight and direction to corporate and operational areas, regarding regulatory compliance requirements, including analysing policies, laws and regulations to determine compliance requirements. Provide guidance and direction to business units to ensure complies to/ensure the department is in compliance with all applicable laws and regulations. Oversee the development and quality assurance of legal instruments (Memoranda of Understanding, Service Level Agreements,

Contracts, etc.). Develop and maintain a system to ensure efficient record storage for reference and auditing purposes. Provide legal advice and recommendation to line management to minimise and mitigate foreseeable lawsuits. Support divisions by seeking a clear mandate and ensure legal representation through the State Attorney's Office (including proceeding oversight) in court proceedings and present the Accounting Officer/Executive Authority with relevant facts and suggest solutions/approach. Oversee the provisioning of specialist legal advisory services and opinions. Develop and maintain a system to ensure efficient records storage for reference and auditing purposes. Identify the resource (financial, human and equipment) needs of the Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Represent the operational intent of the Directorate as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Directorate in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Directorate's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Directorate. Manage strategic, annual- and work planning as well as reporting processes for the Directorate and ensure compliance with DEDEAT's Strategic Planning and Performance Review Agenda. Direct the utilisation of technology in support of the Directorate's business processes.

ENQUIRIES

: Mr Benneth Baloyi Tel No: 012 431 1029
Applications for this post to e-mail: recruitbb@dpe.gov.za

OTHER POST

POST 46/267

: **ANALYST: GOVERNANCE ASSURANCE REF NO: DPE/2022/008**
Branch: Governance

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum (Level 09)
: Pretoria
: An appropriate undergraduate degree in Legal at NQF 7 qualification as recognized by SAQA accompanied by at least 5 Years' relevant experience in Company Law or Corporate Governance. Principles of corporate governance and ethics. Code of conduct in a work environment. Change management in the workplace. Research techniques to interpret and analyse data. Integrity and discretion in dealing with secret and confidential matters. Planning and organizing skills. Problem solving skills. Excellent communication (verbal and written) skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously.

DUTIES

: Advise and monitor SOC adherence to corporate governance tools. Advise and prepare briefing on Annual General Meetings. Advise on the Board composition and review Board information in terms of tenure, demographics, skills, performance and multi directorships. Appointment of persons into the Boards of members and Executive Directors. Board Evaluation assessment. Assess and advice on quarterly and annual reports. Assess and advise on corporate plans. Ensure alerts on non-compliance with the law and various DPE guidelines and tools. Advice on Remuneration pay of Non- Executive Directors, Executive Directors and Prescribe Officers of the SOCs. Assist with the implementation of Remuneration and Incentives standards. Assist with the vetting of potential Board members. Reviewing skills of the potential Board. Maintain the database of current and potential Board members. Capture CV's of potential members on the DPE Board database. Coordinate and interaction with stakeholders such as SOC, other business Units, Government Departments, DPE internal and international organizations. Monitor and advise on legislative oversight and compliance in respect of PFMA, Treasury Regulations, Companies Act and other relevant legislations.

ENQUIRIES

: Ms Dineo Masilo Tel No: 012 431 1026
Applications for this post to e-mail: recruitdm@dpe.gov.za