

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

- CLOSING DATE** : 31 March 2023. 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 Curriculum Vitae (CV) only. Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates. Received applications using incorrect Z83 for employment will not be considered. 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. All appointments will be subjected to a process of security clearance. All shortlisted SMS 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. 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 09/83** : **DIRECTOR: FOREIGN SERVICE – BILATERAL (VARIOUS POSTS)**
- SALARY** : R1 105 383 per annum. 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 candidates will be required to sign a performance contract.
- CENTRE REQUIREMENTS** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Political Science, International Relations, International Trade and Economics, Science, Law, History or related fields 5 years of experience at a middle management level in Political Science, International Relations, International Trade and Economics, Science, Law, History or related fields
 Competencies:
 In-depth understanding of South Africa's foreign policy
 Good knowledge of national, regional, and international politics
 Knowledge of national, regional, and global economic issues
 Knowledge of national, regional, and international science and environment issues
 Strategic management and policy formulation skills
 Analytical skills
 Problem solving skills
 Report writing skills
 Communication skills
 Negotiation skills
 Project Management skills
 Teamwork skills
 Ability to work with and support political principals
 Liaison with internal and external stakeholders
 Intergovernmental liaison and co-ordination.
- DUTIES** : Serve South African domestic priorities through the promotion of bilateral relations and execution of specific projects in the political, economic, and social sectors with foreign countries
 Provide advice to the Departmental Executives on foreign policy

direction with foreign countries under jurisdiction Manage and maintain internal and external stakeholders' relations Manage the overall performance of the Directorate and Missions, and participate in corporate governance Manage financial resources Provide leadership and manage human resources Manage planning Monitor and evaluate Participate in corporate governance Oversee the activities of the Directorate Manage South Africa's bilateral relations with countries of responsibility Develop programmes for political, economic, scientific, and social co-operation with those countries Delegated duties under the Public Finance Management Act (PFMA) as well as responsibility for the management of the performance of the staff of the Directorate Liaise with Government departments, parastatals, civil society, organised commerce and industry and the private sector Develop and maintain good relations with the diplomatic representatives in Pretoria of the countries for which the Director is responsible as well as the supervision and control of South Africa's diplomatic mission in the region.

ENQUIRIES : Mr J Matji Tel No: (012) 301 8764
APPLICATIONS : Please e-mail your application to dirfsbil23@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

POST 09/84 : **DIRECTOR: FOREIGN SERVICE – MULTILATERAL (VARIOUS POSTS)**

SALARY : R1 105 383 per annum. 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 candidates will be required to sign a performance contract.

CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Political Science or related fields 5 years of experience at a middle / senior management level in Political Science or related fields Competencies: In-depth understanding of South Africa's foreign policy Good knowledge of international politics Knowledge of regional and global economic issues Good knowledge of the theory of the conduct of diplomacy Strategic management and policy formulation skills Analytical skills Report-writing skills Communication skills Negotiation skills The ability to liaise with internal and external stakeholders Intergovernmental liaison and co-ordination.

DUTIES : Oversee and manage the political and administrative processes of the relevant Directorate Promote South Africa's bilateral and multilateral policies in the relevant area of work Contribute to policy formulation, on matters related to relevant countries and international organisations, including when new issues emerge in the area of work Represent and lead South African delegations in various multilateral negotiations (Conferences, regular sessions of the United Nations, African Union etc) in the area of work Accompany and provide advice to political principals, as mandated on relevant foreign visits Advise and support Political Principals on all matters related to the area of work Inter- and intra-governmental liaison and co-ordination.

ENQUIRIES : Mr J Matji Tel No: (012) 301 8764
APPLICATIONS : Please e-mail your application to dirfsmulti23@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

POST 09/85 : **DIRECTOR: STRATEGIC PLANNING & REPORTING**
 Office of The Chief Operations Officer
 Chief Directorate: Strategic Planning, Monitoring & Evaluation

SALARY : R1 105 383 per annum. 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 candidates will be required to sign a performance contract.

CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Business / Public Administration or related fields 5 years of experience at a middle/senior management level in International Relations and Strategic Planning or related fields Competencies: Knowledge of strategic planning and reporting processes Knowledge of DPME and National Treasury guidelines Knowledge and understanding of management performance assessment tools Knowledge and understanding of service delivery policy and guideline Knowledge and understanding of government outcomes approach Planning

		and organising Policy analysis and development Facilitation skills Report writing skills Analytical skills Report-writing skills.
<u>DUTIES</u>	:	Manage and facilitate strategic planning processes Manage and facilitate of reporting processes Monitor and facilitate on departmental programmes and activities against governments Program of Action (POA) Provide leadership and strategic direction to the Directorate.
<u>ENQUIRIES</u>	:	Mr J Matji Tel No: (012) 301 8764
<u>APPLICATIONS</u>	:	Please e-mail your application to dirsp23@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.
<u>POST 09/86</u>	:	<u>DIRECTOR: ENTERPRISE ARCHITECTURE</u> Branch: Corporate Management Chief Directorate: Information & Communication Technology (ICT)
<u>SALARY</u>	:	R1 105 383 per annum. 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 performance contract.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in ICT or related field as recognised by SAQA ITIL / CoBIT certification Certification in ICT technologies 5 years of experience at middle / senior management in ICT environment Competencies: Understanding of Legislative Framework governing the Public Service e.g., Electronic Communications and Transactions (ECT) Act; SITA Act 28 of 2002; Protection of Personal Information (POPI) Act; Public Service Act, 2017; Public Service Regulations, 2016; PFMA 1999 Employment Equality Act 1998 and MISS Knowledge of Information Management best practices such as Information System Audit and Control Association (ISACA) Knowledge of ICT Governance Frameworks such as ITIL, CoBIT and Corporate Governance of ICT Policy Framework (CGICTPF) Knowledge of Service Desk and Management tools, Service Level Agreements and Contracts Knowledge of Enterprise Architecture Frameworks such as Government Wide Enterprise Architecture (GWEA) and the Open Group Architecture Forum (TOGAF); Knowledge and understanding of SA Foreign Policy Knowledge and understanding of National policies and priorities Problem solving Analytical thinking Diplomacy Financial management skills People Management and Empowerment Communication (written, verbal and computer literacy) Strategic Capability and Leadership Client Orientation and service delivery innovation Policy analysis and Development Stakeholder relations and management Computer literacy Negotiation skills Participative management Planning and Organising Time Management
<u>DUTIES</u>	:	Manage and monitor the development of implementation of ICT Service Management Manage ICT service level agreements, contracts and licences Manage and monitor the implementation of Service reporting Manage and monitor continuous ICT service improvement Manage the overall performance of the Directorate and participate in Corporate Governance
<u>ENQUIRIES</u>	:	Mr Jan Matji Tel No: (012) 301 8764
<u>APPLICATIONS</u>	:	Please e-mail your application to dirctea23@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.
<u>POST 09/87</u>	:	<u>DIRECTOR: ICT SECURITY</u>
<u>SALARY</u>	:	R1 105 383 per annum. 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 performance contract.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in ICT or related field as recognised by SAQA ITIL / CoBIT certification Certification in ICT technologies 5 years of experience at middle / senior management in ICT Security environment Competencies: Understanding of Legislative Framework governing the ICT Security e.g., Electronic Communications and Transactions (ECT) Act; SITA Act 28 of 2002; Protection of Personal Information (POPI) Act; and MISS Knowledge of Information Security best practices such as ISO 2700X and Information Systems Audit and Control Association (ISACA)

Knowledge of ICT Governance Frameworks such as ITIL, CoBIT and Corporate Governance of ICT Policy Framework (CGICTPF) Extensive knowledge of Security technologies for perimeter, end points and Security Management tools. Knowledge of Enterprise Architecture Frameworks such as Government Wide Enterprise Architecture (GWEA) and the Open Group Architecture Forum (TOGAF); Knowledge and understanding of SA Foreign Policy Knowledge and understanding of National policies and priorities Problem solving Analytical thinking Diplomacy Financial management skills People Management and Empowerment Communication (written, verbal and computer literacy) Strategic Capability and Leadership Client Orientation and service delivery innovation Policy analysis and Development Stakeholder relations and management Computer literacy Negotiation skills Participative management Planning and Organising Time Management.

DUTIES : Develop ICT security strategy and implementation roadmaps for business solutions Develop, implement, and monitor ICT Security Risk Management and Governance Establish, manage, and maintain ICT Security stakeholder relationships Manage the overall ICT Security operational support Manage the overall performance of the Directorate and participate in Corporate Governance

ENQUIRIES : Mr Jan Matji Tel No: (012) 301 8764
APPLICATIONS : Please e-mail your application to dirictsec23@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

POST 09/88 : **DIRECTOR: ICT INFRASTRUCTURE MANAGEMENT**

SALARY : R1 105 383 per annum. 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 performance contract.

CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) in ICT or related field as recognised by SAQA ITIL / CoBIT certification Certification in ICT networking, Telephone and Server environment 5 years of experience at middle / senior management in ICT Security environment Experience in the networking, server and telephony environment will be and added advantage Competencies: Understanding of Legislative Framework governing the Public Service e.g., Electronic Communications and Transactions (ECT) Act; SITA Act 28 of 2002; Protection of Personal Information (POPI) Act; Public Service Act, 2017; Public Service Regulations, 2016; PFMA 1999 Employment Equality Act 1998 and MISS Knowledge of Information Management best practices such as Information System Audit and Control Association (ISACA) Knowledge of ICT Governance Frameworks such as ITIL, CoBIT and Corporate Governance of ICT Policy Framework (CGICTPF) Knowledge of Enterprise Architecture Frameworks such as Government Wide Enterprise Architecture (GWEA) and the Open Group Architecture Forum (TOGAF); Knowledge of the Voice over IP infrastructure, server environment, Business Continuity and Applications support Knowledge of ICT infrastructure management tools Knowledge and understanding of SA Foreign Policy Knowledge and understanding of National policies and priorities Problem solving Analytical thinking Diplomacy Financial management skills People Management and Empowerment Communication (written, verbal and computer literacy) Strategic Capability and Leadership Client Orientation and service delivery innovation Policy analysis and Development Stakeholder relations and management Computer literacy Negotiation skills Participative management Planning and Organising Time Management

DUTIES : Manage and monitor the utilisation of the ICT infrastructure Management of Server, Network and Telephony environment at Head Office & Missions Manage and monitor continuous service improvement Manage the overall performance of the Directorate and participate in Corporate Governance

ENQUIRIES : Mr Jan Matji Tel No: (012) 301 8764
APPLICATIONS : Please e-mail your application to dirictim23@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

- POST 09/89** : **DIRECTOR: FINANCIAL ACCOUNTING**
Branch: Financial and Asset Management
Chief Directorate: Financial Management
- SALARY** : R1 105 383 per annum. 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 performance contract.
- CENTRE REQUIREMENTS** : Pretoria
: An undergraduate qualification (NQF level 7) as recognised by SAQA 5 years of experience at a middle / senior managerial level in Financial Management / Financial Accounting or related fields Competencies: Knowledge and understanding of Legislative Framework governing the Public Service; Financial Management; Government policies, Budget process and practices as well as legislation / regulations such as PFMA; Treasury Regulations & Frameworks and Division of Revenue Act; African Renaissance Fund Act; Generally Recognized Accounting Practice (GRAP) and Modified Cash Standard (MCS). Problem solving Analytical thinking Diplomacy Financial management skills People Management and Empowerment Communication (written, verbal and computer literacy) Strategic Capability and Leadership Client Orientation and service delivery innovation Networking Computer literacy Negotiation skills Participative management Planning and Organising Project Management.
- DUTIES** : Prepare Monthly, Quarterly, Interim and Annual Financial Statements in compliance with Modified Cash Standard (MCS) and GRAP. Timely reconcile and clearing of suspense accounts, i.e., Accounts payable, Debtors and Creditors Management, Claims Recoverable, Revenue Management, General Ledger. Develop and implement an audit action plan in line with management commitments to Auditor-General South Africa and Internal Audit. Implement continuous services delivery improvement plan Prepare and present financial reporting information to management Maintain an effective relationship with stakeholders Develop and monitor the implementation of the Directorate's Annual Performance Plan in line with the approved Branch Annual Performance Plan. Monitor expenditure of Financial Accounting in line with the allocated budget as well as within the delegations of authority Develop and Review policies and procedures to ensure effective internal control systems. Monitor and review staff performance Manage financial control with regard to bookkeeping services Manage financial control with regard to debtor / creditors management and theft and loss control Manage the overall performance of the Directorate and participate in Corporate Governance
- ENQUIRIES APPLICATIONS** : Mr Jan Matji Tel No: (012) 301 8764
: Please e-mail your application to dirfa23@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.
- POST 09/90** : **DIRECTOR: ASSET MANAGEMENT**
Chief Directorate: Supply Chain and Asset Management
- SALARY** : R1 105 383 per annum. 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 performance contract.
- CENTRE REQUIREMENTS** : Pretoria
: An undergraduate qualification (NQF level 7) as recognised by SAQA 5 years of experience at a middle / senior managerial level in the management of assets, including general financial practices such as budgeting and experience in Procurement Competencies: A thorough understanding of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) and Broad-Based Black Economic Empowerment (BBBEE) policies and other related prescripts A thorough understanding of the Asset Management Framework Understanding of the National Archives Act as well as the Promotion of Access to Information Act Knowledge of and experience in dealing with the relevant legislative environment, procurement processes and relevant prescripts in Government Experience in the utilisation of Asset Management systems Report writing and presentation skills Project management skills Strategic capability and leadership Financial management Communication skills Client

DUTIES

orientation/customer focus Ability to work well under pressure and meet tight deadlines Ability to manage people and clients.

- : Oversee the implementation of the National Treasury Asset Management Framework within the Department Co-ordinate and monitor the physical asset verification process Manage the updating and maintenance of a credible Fixed Asset Register for the Department Oversee the reconciliation of the capital expenditure with the Departmental Fixed Asset Register Co-ordinate the implementation of the Department's Records Management policy Ensure efficient management of the Departmental Reprographic Unit Ensure that the Directorate adheres to all applicable legislation, policies and procedures Ensure that all relevant management reports, including National Treasury reports, are submitted within deadlines as required Ensure proper management of Human Resources within the Unit. Manage departmental fixed asset register of movable and immovable assets Develop asset management plans Manage the identification and facilitation of assets disposal in the department. Provide asset management reporting Manage the overall performance of the Directorate and participate in corporate governance Manage financial resources Provide leadership and manage human resources Manage planning Monitor & Evaluate Participate in corporate governance

ENQUIRIES APPLICATIONS

- : Mr Jan Matji Tel No: (012) 301 8764
- : Please e-mail your application to diram23@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

OTHER POSTS

POST 09/91

- : **CHIEF ARCHITECT (X2 POSTS)**
Chief Directorate: Property & Facilities Management
(3-year contract)

SALARY

- : R939 408 – R1 140 018 per annum, (all-inclusive remuneration package), (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS

- : Pretoria
- : Applicants must be in possession of an NQF Level 7 or equivalent qualification in Architecture or Architectural Technology. The Applicants must be registered with the South African Council for Architectural Profession At least 6 - 8 years' relevant experience as a registered practicing Architectural Professional Valid driver's license Competencies: Understanding of architectural design and analysis knowledge. Knowledge of architectural principles and project management, research and development, Public Financial Management Act, Occupational Health and Safety Act, Supply Chain Management and Contract Management. Ability to undertake critical review/analysis and provide technical advice, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advance technical report writing, computer literacy, relationship management as well as interpersonal and diplomacy skills, problem solving, conflict management and negotiation skills. Ability to work independently, innovative, creative as well as the ability to solve problems.

DUTIES

- : Professional service managers, Project managers, and client departments-undertake training on the latest development in professional standards and guideline. Provide advice and guidance on architectural related matters. Manage the drafting of the space norms to suit every client department. Financial Accounting- engage and interact regarding the effective management of the budget. Liaise and interact with regards to payment of service providers. Professional consultants and contractors-Provide advice and guidance on architectural and contractual matters. Professional Bodies- Provide inputs and advice regarding professional matters and the state. General Public- Provide advice and guidance on architectural related matters. Provision of effective and efficient engineering design and analysis. Effective operation and maintenance of engineering related projects. The provision of effective governance. Effective management of the sub directorate/Directorate.

ENQUIRIES APPLICATIONS

- : Mr J Matji Tel No: (012) 301 8764
- : Please e-mail your application to ca23@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

- POST 09/92** : **DEPUTY DIRECTOR: SECURITY VETTING**
 Branch: Corporate Management
 Directorate: Vetting Fieldwork & Integrity Management
- SALARY** : R908 502 per annum (Level 12). 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 REQUIREMENTS** : Pretoria
 : Applicants must be in possession of three-year degree/diploma as recognized by SAQA in Social Sciences or related field Successful completion of a three (3) to four (4) months Vetting Course as offered by SANDF/SSA/SAPS At least 5 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 2024) Competencies: Knowledge and understanding of the MISS document Knowledge and understanding of the legalization governing vetting Strategic capability and Leadership People management and empowerment Financial management Ability to work under pressure Ability to work independently Teamwork 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** : Administration and management of vetting fieldwork processes Ensure the execution of vetting fieldwork investigations within the department Develop, manage and implement policies, guidelines, norms, standards and procedures Manage resources, projects and files Liaise with internal and external stakeholders.
- ENQUIRIES APPLICATIONS** : Ms H Petzer Tel No: (012) 351 1195
 : Please e-mail your application to ddsv23@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 09/93** : **DEPUTY DIRECTOR: RECORDS MANAGEMENT ELECTRONIC AND PROMOTION OF ACCESS TO INFORMATION (PAIA)**
 Branch: Corporate Management
 Directorate: Records Management
- SALARY** : R766 584 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 REQUIREMENTS** : Pretoria
 : Applicants must be in possession of an undergraduate NQF level 6 in Archives and Records Management or related field At least three (3) to five (5) years' junior management experience in Records Management with experience in the development and delivery of training material as well as experience of heading up an ECM project Competencies: Knowledge and understanding of the relevant Public Service legislation such as (South African Foreign Policy, National Archives and Records Service Act, Promotion of Access to Information Act, Electronic Communication and Transaction Act and Protection of Personal Information Act) Knowledge of Enterprise Content Management Solutions/Electronic Document and Records Management Systems and Information retrieval software applications. Knowledge of international and national records keeping standards and practices such as: ISO 23081 Information and documentation-Records Management processes ISO 15489-1 information and Documentation-Records Management Sound knowledge of contemporary electronic document and record management practices Knowledge of compilation and deployment of Business Classification Schemes, metadata, taxonomy and retention schedule; Naming conventions and Vital records, and Disaster recovery Knowledge of principles of Information lifecycle concept and information and metadata strategies and governance Knowledge of project management approaches, tools, and phases of the project lifecycle Development and delivery of content management programme Understanding of forms management and web publishing Professional

experience in government records management programme Knowledge of process modelling methodologies and improvement principles Good understanding of departmental culture and business Technology savvy but not necessarily technologist A good working knowledge of Information Governance principles and practices Demonstrate knowledge of current issues in information management in content management setting Interface between Promotion of Access to Information and Protection of Personal Information and Data Protection. Broad awareness of corporate and records management issues. Disposal scheduling management skills. Archiving skills. Information analytics skills. Indexing skills. Consulting skills such as stakeholders information and consensus building. Strong collaborative skills. Content analytical skills. Ability to consult and elicit agreement. Information stewardship skills. Archiving skills. Information analytics skills. Self-motivated, able to work as a team and independently. Ability to work under pressure and manage priorities appropriately. Political and cultural sensitivity. Security consciousness. Able to plan and implement culture change. High level of interpersonal skills including the ability to lead, influence and motivate staff at all levels. Positive attitude towards learning and development, demonstrated by a record of continuing professional development.

DUTIES : Develop and monitor implementation of systems in respect to management of departmental electronic records and PAIA. Manage and coordinate the effective implementation of Departmental electronic document and records. Manage and coordinate the Promotion of Access to Information Act (PAIA) and Protection of Personal Information Act (POPIA). Manage the Sub-Directorate and provide direction and technical support.

ENQUIRIES APPLICATIONS : Mr NM Tshirado Tel No: (012) 351 0831
: Please e-mail your application to ddrmepaia23@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

POST 09/94 : **ASSISTANT DIRECTOR: ELECTRONIC RECORDS & PROMOTION OF ACCESS TO INFORMATION (PAIA)**

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: Pretoria

: Applicants must be in possession of three-year degree/national diploma in Archives or Records Management or related field. At least two (2) to three (3) years' experience in Electronic Records Management or related fields. Competencies: Knowledge and understanding of relevant public service legislation such as: National Archives and Records Service Act and regulations Promotion of Access to Information Act Electronic Communication and Transaction Act Protection of Personal Information Act Minimum Information Security Standards (MISS) Public Service Acts and Regulations Knowledge of Enterprise Content Management Solutions/Electronic Document and Records Management Systems and information retrieval software applications. Knowledge of international and national records keeping standards and practices such as: ISO 23081 Information and documentation-Records Management processes ISO 15489-1 Information and Documentation-Records Management Knowledge of compilation and deployment of Business Classification Schemes, metadata, taxonomy, and retention schedule; Naming conventions and Vital records, and Disaster recovery Knowledge of principles of Information lifecycle concept and information and metadata strategies and governance Disposal scheduling management skills Archiving skills Information analytical skills Indexing skills Consulting skills such as stakeholders information and consensus building Strong collaborative skills Content analytical skills Information stewardship skills Ability to work under pressure Perseverance Team player Sense of urgency Loyalty Work independently.

DUTIES : Contribute to the development of Document and Electronic Records Management Systems for shared content. Administrate users' access to electronic records and electronic repository. Capture all official electronic records into secured electronic repository. Dispose Electronic records. Supervise employees to ensure proper management of electronic records.

ENQUIRIES APPLICATIONS : Mr NM Tshirado Tel No: (012) 351 0831
: Please e-mail your application to asderpaia23@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.