

DEPARTMENT OF PUBLIC ENTERPRISES

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Human Resources
<u>CLOSING DATE</u>	:	26 May 2023
<u>NOTE</u>	:	Applicants are not required to submit copies of 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. 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.

OTHER POST

<u>POST 16/101</u>	:	<u>PROJECTS ASSISTANT (ENERGY) REF NO: DPE/2023/003</u> Branch: Energy Resources
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession a relevant undergraduate qualification at NQF level 6 as recognized by SAQA in Project Management/ Administration/Economics/BSC/Engineering/BCom. At least 5 years' relevant experience in energy. The following key competencies and attributes are essential: Knowledge of legislations, regulations, frameworks, pertaining to Public Service Administration, specifically the Public Sector Planning and organizational skills. Problem solving and decision-making. Be able to multitask, good organisational skills. Excellent computer literacy in Microsoft packages (Word, Excel, and Projects). Be a self-motivator act pro-active, problem-solving skills with good interpersonal skills.
<u>DUTIES</u>	:	Render logistics and secretarial services. Ensure Meeting/Event Arrangements (e.g. invite, venue, catering, equipment, etc.) are in place. Ensure Meeting/Event Arrangements (e.g. invite, venue, catering, equipment, etc.) are in place. Render support in respect of stakeholder engagements and inter-governmental co-ordination. Assist with stakeholder engagement to obtain information and address issues of relevance to the Unit or Department. Assist with inter-departmental communications and engagements regarding issues / information related to the Unit or Department. Develop and maintain/update stakeholder database. Follow up on implementation of actions emanating from stakeholder and inter-departmental engagements and report thereon. Implement specific actions allocated to DPE. Render support in respect of technical aspects of the Unit. Study and review the relevant policy documents (IPAP, NDP, NGP, etc.) pertaining to the activities of the Unit to guide the activities of the Unit. Assist in drafting proposals, concept notes, TOR, etc. on specific areas of interest to the Unit for analysis. Assist in conducting studies (research and analysis) on sectors or areas of relevance to the Unit. Assess and provide inputs on the technical aspects of relevance to the Unit. Assist with monitoring and evaluation of the activities of the Unit to provide progress reports to the DG and Minister. Provide inputs in the assessment of the Corporate Plan and other reports of the SOC when requested. Collect data and inputs from SOC for briefing papers on their activities of relevance to the Unit. Draft submissions and monitor progress with approval. Maintain effective internal administrative processes. Co-ordinate budget according to projects of the Unit. Ensure that invoices are paid for services provided. Facilitate planning processes for the Unit. Develop quarterly reports for the Unit. Co-ordinate

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Portfolio of Evidence for the Unit. Arrange travel process, travel forms and claims. Maintain records of the Unit.
: Mr Benneth Baloyi Tel No: (012) 431-1029
Applications for this post to e-mail: recruitbb@dpe.gov.za