

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 each 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** : 09 June 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 Jobs. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Drivers licence as well as any other relevant documents will be submitted by shortlisted candidates only. 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 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; All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications; 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 17/64** : **CHIEF STATE LAW ADVISOR (INTERNATIONAL LAW)**
Office Of the Chief State Law Advisor (International Law)
- SALARY** : R1 590 747 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 with the Director-General of the Department.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of at least an LLB degree, which includes a course in Public International Law A Master's degree in Public International Law will serve as an advantage. A minimum of ten years' post-qualification and applicable litigation and advisory experience in the legal field, of which at least five years should have been in the application of International Law. Extensive knowledge of law, including International Law, legislation applicable to the Public Service and knowledge of court rules and practices. Proven ability to draft comprehensive and well researched legal opinions. Admittance as an Advocate of the High Court of the Republic of South Africa. At least 5 years of experience at Senior Management level. Certificate for entry into the Senior

Management Service obtained from the National School of Government. Competencies: Knowledge and understanding of relevant public service wide legislation Knowledge and understanding of all acts and regulations administered by the Department Extensive knowledge of both international and domestic law Extensive knowledge of international and domestic court procedures Knowledge of South Africa's foreign policy Knowledge and understanding of National policies and prescripts Strategic Capability and Leadership Financial Management People Management and Empowerment Client Orientation and Customer Focus Change Management Knowledge Management Service Delivery Innovation Policy analysis and development.

DUTIES : Provide legal advice on international law to all State Departments in national, provincial, and local sphere of Government and other organs of state. Provide legal advice on domestic law to the Department. Manage litigations by and against the Department in South Africa and abroad Act as a custodian of international agreements that South Africa is a party and manage legal library collection. Participate in international negotiations To supervise/conduct litigation on behalf of the DIRCO and Government Maintain the contingent liability register for the Department. Draft acts, amendment acts, and regulations administered by the Department of International Relations and Cooperation (DIRCO) Manage the overall performance of the Office of the Chief State Law Advisor (IL) and participate in corporate governance Manage financial resources Manage and control the budget Authorise and control expenditure Ensure no irregular, fruitless and wasteful expenditure is incurred Ensure compliance to all financial and procurement policies and procedures Provide leadership and manage human resources Manage work distribution and ensure employees are properly trained and utilised Implement performance management and development processes and apply formal disciplinary actions Represent the Chief Directorate in departmental governance structures and process to contribute to improved governance.

ENQUIRIES : Mr J Matji Tel No: (012) 301 8764

APPLICATIONS : Please e-mail your application to cslail23@dirco.gov.za

POST 17/65 : **DIRECTOR: OPERATIONAL COMPLIANCE & FORENSIC AUDIT**
Chief Directorate: Internal Audit

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 appropriate recognised Bachelor's Degree in Internal Auditing or Accounting or Forensic Auditing fields or equivalent relevant qualification (NQF Level 7) is compulsory; A Certified Internal Auditor (CIA) or a Chartered Accountant (CA(SA)) or a Certified Fraud Examiner (CFE) or other relevant Internal Audit certification will serve as an advantage. At least five (5) years' experience in middle management level (i.e., Deputy Director in Government or Manager in Private sector) in Internal Audit or External Audit is compulsory; 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 (CIA) or a Chartered Accountant (CA(SA)) or a Certified Fraud Examiner (CFE) or other relevant Internal Audit certification will serve as an advantage. Competencies: Knowledge of Forensic audits/investigations, internal auditing and accounting principles and business practices. Knowledge of the Standards for the Professional Practice of Internal Audit and the Code of Ethics developed by the institute of Internal Audit; Extensive knowledge of internal auditing, risk management, Public Finance Management Act and Treasury Regulations; Strategic management and leadership capabilities; Good communication (both verbal and report writing) Problem solving, sound research, analytical, auditing and presentation skills; Ability to apply policies, gather and analyse information, and work under pressure and long hours. People Management and Empowerment; Client Orientation and Customer Focus; Change Management; Knowledge Management; Service Delivery Innovation.

DUTIES : Manage, plan and prepare Operational, Compliance and Forensic audits systems and framework. Manage and execute Forensic auditing and management consulting services Manage and execute Operational

compliance and management consulting services. Manage the overall performance of the Directorate and participate in Corporate Governance Provide management support on the facilitation and coordination of internal audit services within the Department; Develop a three-year risk-based strategic internal audit plan and annual internal audit plan; Develop communication strategy of the plans. Manage the identification and evaluation of organisation's audit risk areas and provide significant inputs to the development of a risk-based annual internal audit plan; Manage and coordinate planning and execution of internal audits; Facilitate and coordinate audit processes. Identify audit gaps and provide corrective measures. Provide support and gather information necessary for audits. Ensure effective and efficient audits practices; Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing and analysing evidence, and documenting client processes and procedures. Monitor and facilitate reporting on internal audits; Maintain internal audits reporting processes and procedures. Ensure adherence to the utilisation of policies and procedure; Communicate the results of audit and consulting projects via written reports and oral presentation on a timely basis to management and the Audit Committee; Perform ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage the implementation of approved operational and strategic plans, policies and procedures and internal audit guidelines; Provide advice to internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function; Monitor adherence to internal audit standards and procedure. Facilitate the Audit Committee functions.

ENQUIRIES : Mr J Matji Tel No: (012) 301 8764
APPLICATIONS : Please e-mail your application to dircofa23@dirco.gov.za

POST 17/66 : **DIRECTOR: VETTING FIELDWORK AND INTEGRITY MANAGEMENT**
 Branch: Corporate 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 candidates will be required to sign a performance contract.

CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a SAQA recognised NQF level 7 qualification in Social Science or related fields At least 5 years' experience at middle/senior managerial level in Vetting Fieldwork and Integrity Management fields A valid Top-Secret security clearance A valid driver's license Short course in analysis and conflict management will be an added advantage
 Competencies: Knowledge and understanding of relevant Public Service Legislation: Public Service Act, 1994 as amended & Amendment Act 30 of 2007, Regulations, 2001 as amended Public Administration- & Management Act 1999 and Treasury Regulations Prevention and Combating of Corruption Activities Act 2004 Knowledge and understanding of: The National Vetting Strategy in the Public Service Public Service Integrity Management Framework Knowledge and understanding of SA foreign policy Strategic Capability and Leadership Financial Management People Management and Empowerment Client Orientation and Customer Focus Change Management Knowledge Management Service Delivery Innovation Planning and Organising Decision Making Problem Solving Interviewing and Investigation.

DUTIES : Manage the execution of fieldwork investigations within the Department Develop, manage, and implement policies, guidelines norms and standards in vetting and investigations for security clearance levels Manage resources projects and files Implement the public service integrity management framework in the department Manage the overall performance of the Directorate and participate in Corporate Governance.

ENQUIRIES : Mr J Matji Tel No: (012) 301 8764
APPLICATIONS : Please e-mail your application to dirvfim23@dirco.gov.za

POST 17/67 : **DIRECTOR: ICT INFRASTRUCTURE MANAGEMENT**
 Re-advertisement and applicants who applied previously must re-apply.

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

**CENTRE
REQUIREMENTS**

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.

: Pretoria

: 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 Infrastructure Management 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
APPLICATIONS
NOTE**

: Mr Jan Matji Tel No: (012) 301-8764

: Please e-mail your application to dirictim23re@dirco.gov.za

: Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.