

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : Applicants are encouraged to apply online using the following link: <https://form.jotform.com/231773349731057> or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0008 or by post to the Department of Public Enterprises, Private Bag X15, Hatfield, 0028
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 21 July 2023
- NOTE** : 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, if you apply online using the Link, the Z83 and CV *must* be uploaded. 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. Failure to submit requested documents will result in your application not being considered. 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 before appointment for all SMS positions. 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 Targets of the DPE.

MANAGEMENT ECHELON

- POST 23/67** : **SENIOR SPECIALIST: ENERGY REF NO: DPE/2023/011**
Unit: Energy Resources
- SALARY** : R1 371 558 per annum (Level 14), (all-inclusive salary package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant post graduate qualification at NQF level 9 in Business Administration and/or Energy Engineering with at least 5 years' Specialist and/or SMS management. Knowledge of global energy trends and SA energy policy. Experience/ monitor Eskom's performance in respect of broad energy sector reforms. Candidate must have an understanding of the business economics of different forms of energy generation. It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state owned enterprises (SOC) within the Energy sector. In-depth knowledge of South African Electricity Industry and the restructuring of the energy sector. Experience in managing multidisciplinary teams with a professional project driven environment. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.
- DUTIES** : Project manage processes for the development and maintenance government's overarching SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Direct and initiate research projects to define the policy "gaps" affecting the optimal functioning of SOC(s) and affiliates in the Energy Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies to enhance the operations of the SOC(s) and affiliates in the Complex. Facilitate consultation processes for the adoption of bridging strategies and policy instruments. Manage the development of technical research products to enable the Shareholder to represent the strategic intent of the Energy Complex in processes to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Manage processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Manage

processes to consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Energy Complex. Manage research assignments to development Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define and resolve compact content issues. Manage processes to develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Manage processes to develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Manage processes to monitor, evaluate and report on the performance of the adopted Compact(s). Manage research projects to enhance the business operations and performance of the SOC(s) in the Energy Complex. Direct and coordinate the initiation and delivery of specialist research projects to model the short, medium and long term business enhancement/expansion prospects for the Energy Complex. Coordinate and oversee the development and implementation of pipeline business enhancement/expansion strategies and instruments for the Energy Complex. Project manage multi-disciplinary market research initiatives aimed at identifying the short, medium and long term expansion prospects of the Energy Complex. Project manage the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. At a technical level manage consultation processes to facilitate the adoption of identified enhancement/expansion models for the Energy Complex. Lead and coordinate the development research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Manage multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Energy Complex. Manage processes to develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Energy Complex. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. At a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects. Ensure the implementation of Project Governance Instruments. Account for the utilisation of resources allocated to research and modelling projects. Ensure the development of sub-ordinate specialist's staff members.

- ENQUIRIES** : Mr George Malatsi Tel No: (012) 431 1117
- POST 23/68** : **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: DPE/2023/012**
Unit: Office of the Director-General
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive salary package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Pretoria
Applicant must be in possession of a three year tertiary qualification in Public Administration or Business Administration (NQF 7) as required by SAQA, accompanied by at least 5 years' experience at middle/senior managerial level. The successful candidate must be a dynamic and confident person, possessing sound interpersonal and networking skills, the ability to comprehend and think strategically with good organizing and project management skills, the ability to work under pressure and must be willing to work beyond normal working hours. Excellent business writing and communication skills with a high level of computer literacy in Microsoft suites are essential for this position. In-depth knowledge of the Public Service Regulatory frameworks, will serve as an added advantage.
- DUTIES** : Manage and oversee the following functions: development and maintenance of the DPE's internal governance structures diary. Development and distribution of Agendas for DPE's Governance Structures. Distribution of

minutes and action schedules for DPE'S governance structures. Conducting of progress follow-up on critical matters for the Head of Department. Alerting members of DPE's governance structures on report back imperatives. Document management processes in the Office and ensure compliance with MIS Standards. Receive requests for information or responses on all parliamentary matters and coordinate processes for the submission of responses by operational units. Quality assure inputs and responses received from operational units. Consolidate multi-facetted responses. Facilitate approval of responses by the Head of Department. Liaise with the Office of the Minister on all parliamentary matters. Develop and maintain a File Plan for the Office of the HOD's. Office. Receive all correspondence directed to the HOD, filter issues requiring the personal attention of the HOD and redirect other matters for action by relevant components. Coordinate the retrieval of documents and reports for the HOD. Source information from a wide range of sources within and outside the Department for the HOD. Manage the Office's document flow system and ensure that the HOD is alerted to critical approval requirements so as to not delay departmental operational work. Research topics of a general nature on behalf of the HOD. Develop and publish position papers to be used by the HOD during interaction with stakeholders and meetings of a general nature. Perform quality assurance. Develop and maintain an information repository of key information that is required by the HOD on a regular basis. Manage and direct the provisioning of secretarial and receptionist support service, office administration support services, official engagement and personal diary management services; and travel and accommodation support to the Head of Department. Manage and oversee departmental Information and Knowledge Management services.

- ENQUIRIES** : Ms. Dineo Masilo Tel No: 012 431-1026
- POST 23/69** : **SPECIALIST: TRANSPORT (OPERATIONS AND INFRASTRUCTURE) REF NO: DPE/2023/013**
Unit: Transport and Defense
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive salary package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Pretoria
: An appropriate post graduate degree in Transport Economics or Transport Logistics or Engineering (NQF Level 8) as recognised by SAQA accompanied by minimum 5 years middle/senior managerial level experience in freight transport logistics and operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.
- DUTIES** : Conduct specialist research projects to define the policy “gaps” affecting the optimal functioning of SOC(s) and affiliates in the Transport Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s) and affiliates in the Complex. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the strategic intent of the Transport Complex and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Transport Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct specialist research projects to model the short, medium and long term business enhancement/expansion prospects for the Freight Infrastructure stream. Develop pipeline business

enhancement/expansion strategies and instruments for the Freight Infrastructure stream. Conduct market research initiatives aimed at identifying the short, medium and long term expansion prospects of the Freight Infrastructure stream. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/expansion models for the Freight Infrastructure stream. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Freight Infrastructure stream. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Freight Infrastructure stream. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Develop position papers to at a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Develop Project Charters in line with the DPE's Project Governance Instruments. Ensure the development of sub-ordinates.

ENQUIRIES : Mr Benneth Baloyi Tel No: (012) 431 1029

OTHER POST

POST 23/70 : **DEPUTY DIRECTOR: HRD AND PMDS REF NO: DPE/2023/014**
Unit: Human Resources

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package) structured as follows: basic salary (70/75% of the total remuneration package), the State's contribution to the Government Employees' Pension Fund (13% of basic salary), and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE : Pretoria

REQUIREMENTS : An appropriate undergraduate qualification at NQF level 7 recognised by SAQA in Human Resource Management with at least 3 years' relevant experience at supervisory level. Analytical thinking, Research, Policy formulation, Conflict management, Change/diversity management. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.

DUTIES : Provide technical support with the development of the departmental human resource strategy, policy and systems framework and oversee the implementation thereof. Assist with the development and maintenance of appropriate human resource management governance structures for the department, including the management of risks, implementation of mitigation mechanisms and establishment of internal control measures. Analyse management reports, identify emerging trends and report thereon. Provide technical support with the development and maintenance of departmental human resource management policy instruments ensuring alignment to the provisions of the Public Service Act (PSA), Public Service Regulations (PSR) and collective agreements including-forecasting of the department's human resource (HR) requirements to deliver on strategic objectives; the development and maintenance of the prescribed Work Place Skills Development Plan; the setting of an implementation strategy and performance indicators for the Work Place Skills Development Plan; analysis of national policy imperatives and the operationalization thereof; the development and maintenance of policies, delegations and standard operational procedures; monitoring and evaluation of the impact of the Work Place Skills Development Plan; and meeting statutory reporting requirements. Manage and coordinate employee utilisation and people development processes. Manage and coordinate the administering of PMDS system. Analyse the results of PMDS processes, report thereon and ensure the incorporation thereof into departmental programmes. Manage the

implementation of transversal staff induction and other ad hoc staff development programmes. Manage the administration of the departmental bursary, internship, learnership and experiential training programmes. Manage the implementation of ad hoc skills development and training programmes. Monitor, evaluate and report on the implementation of the Workplace Skill, Development Plan and talent development programmes. Manage the provisioning of job evaluation processes. Develop and maintain the department's policy framework on Job Descriptions and Job Evaluation. Manage the administration of the inventory of Job Descriptions and ensure the updating thereof. Analyse changes to Job Descriptions and identify substantial changes to job content warranting the re-evaluation of posts. Develop and maintain the Department's Annual Job Evaluation Plan. Assign job evaluation tasks and conduct job evaluations for more complex posts. Conduct research on the content of posts allocated for evaluation. Plan job evaluation process and identify interviewees for the analysis of posts allocated (prioritised) for evaluation. Distribute and analyse pre-interview questionnaires and base on research and content of completed questionnaire develop an interview strategy. Present job analysis results to the Departmental Job Evaluation Panel. Develop submission to the Executing Authority to obtain approval for the recommendations of the Departmental Job Evaluation Panel. Supervise and quality assure the work of sub-ordinate staff and manage the sub directorate. Allocate operational work to subordinate staff. Quality assure the work of subordinates. Maintain discipline in the workplace. Ensure the development of subordinates' technical competencies. Perform performance management and development procedures for staff. Provide input towards the development of the Units Annual Work Plan and quarterly performance reports.

ENQUIRIES

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Ms Henriette Strauss Tel No: (012) 431-1022