

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** : 11 August 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), Driver's license 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 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. 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.

OTHER POSTS

- POST 25/38** : **SYSTEMS DEVELOPER (X2 POSTS)**
Branch Corporate Management
Directorate: Enterprise Architecture
- SALARY** : R811 560 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 qualification (NQF7) in Information Technology or related field as recognized by SAQA At least 3 – 5 years system development experience in a multitiered, redundant architecture using Microsoft NET front-end web and application servers, clustered database (MS SQL or similar), collateral servers Experience in designing and developing software in an object-oriented, Microsoft .NET and C# technology Experience at developing web sites, database, and middleware applications from inception to implementation using recognized development methodologies Web & Applications Development and MCSD certification would be an added advantage Competencies: Planning and organising Problem solving Ability to work as a team and independently. Good computer skills. Good written and verbal communication. Good interpersonal skills. Ability to work under pressure and meet deadlines. Capable of designing sub-systems independently Programmes in a variety of languages, with emphasis in OO languages such as Java/C#/C++, and the latest development languages. Full Systems Development Life-Cycle experience with both custom development and packaged application deployment Capable of functioning within iterative development methodologies.
- DUTIES** : Develop, design and implementation of internal software systems Work with team lead to implement software, implement both front-end UI code and back-end server-side code Develop code in compliance with design and

		requirements Assist architects by designing sub-systems Participate in design and code reviews Identify problem areas when found, either in technology risks or insufficient requirement definition Create diagrams and technical specifications for sub-systems. Maintenance and Support of internal systems, and where necessary enhance or reconfigure to business requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Jan Matji Tel No: (012) 301-8764 Please e-mail your application to sysdev23@dirco.gov.za
<u>POST 25/39</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (BUDGET MANAGEMENT)</u> Branch: Financial and Asset Management Chief Directorate: Financial Management
<u>SALARY</u>	:	R811 560 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in possession of a 3-year National Diploma (NQF 6) / Degree (NQF 7) qualification as recognized by SAQA in Financial Management At least 3 – 5 years of experience at junior managerial level in Financial Management. Competencies: Working knowledge of Governmental strategic planning process In-depth knowledge of the budgetary processes In-depth knowledge of National Treasury regulations and PFMA requirements In-depth knowledge of BAS Problem solving and decision making Ability to interpret Acts and prescripts Analytical thinking People Management Ability to work under pressure Financial management Client orientation and customer focus Project management Communication and interpersonal skills Computer Literacy Report writing.
<u>DUTIES</u>	:	Coordinate departmental budget processes in line with Treasury guidelines Facilitate, monitor and report on the implementation of departmental budget, revenue and expenditure Manage departmental revenue Provide inputs to the financial statements Provide support during the audit process by providing information to the auditors Monitor the implementation of the Audit Action Plan Develop, implement and maintain budget Control, policy, procedures and systems that are aligned with the Financial Management Framework Manage the overall performance of the Sub-directorate and ensure compliance to procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Jan Matji Tel No: (012) 301-8764 Please e-mail your application to ddfmbudget23@dirco.gov.za
<u>POST 25/40</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (CASHFLOW MANAGEMENT)</u>
<u>SALARY</u>	:	R811 560 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in possession of a 3-year National Diploma (NQF 6) / Degree (NQF 7) qualification as recognized by SAQA in Financial Management At least 3 – 5 years of experience At Junior Managerial Level In Financial Management Competencies: Working knowledge of Governmental strategic planning process In-depth knowledge of the budgetary processes In-depth knowledge of National Treasury regulations and PFMA requirements In-depth knowledge of BAS Problem solving and decision making Ability to interpret Acts and prescripts Analytical thinking People Management Ability to work under pressure Financial management Client orientation and customer focus Project management Communication and interpersonal skills Computer Literacy Report writing.
<u>DUTIES</u>	:	Coordinate the department's cashflow management processes Prepare consolidated cashflow drawings Prepare and submit the monthly cash flow drawing request Manage the monthly forecast process for expenditure from various Business Units Monitor and report on the cash flow position of the department Manage the departmental official bank accounts Manage the transfer of monthly operational funds to Missions abroad Manage the reconciliation and reporting of control accounts Provide inputs to the financial

statements Provide support during the audit process by providing information to the auditors Develop, implement and maintain cash flow management policy, procedures and systems that are aligned with the Financial Management Framework Monitor the implementation of the Audit Action Plan Manage the overall performance of the Sub-directorate and ensure compliance to procedures.

**ENQUIRIES
APPLICATIONS**

: Mr Jan Matji Tel No: (012) 301-8764
: Please e-mail your application to ddfmcash23@dirco.gov.za

POST 25/41

: **DEPUTY DIRECTOR: STATE PROTOCOL (X3 POSTS)**
Branch: State Protocol & Consular Services
Directorate: Diplomatic Immunities & Privileges

SALARY

: R811 560 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 a 3-year Diploma/Degree (NQF 6 / 7) qualification in Public Management Studies or related field as recognised by SAQA. At least 3–5-year relevant experience in Protocol Services Experience in working in a diplomatic environment will be an added advantage
Competencies: Knowledge and understanding of relevant public service legislation Knowledge and understanding of protocol procedures and guidelines Diplomatic Immunities and Privileges Act (DIPA) Immigration Act International Public Law Identification Act South African Labour Relations Act Vienna Convention on Diplomatic Relations and Consular Relations. Conventions on Immunities and Privileges of the UN People management Planning and Organising Strategic Planning Policy analysis and development Report writing Ability to work as a team and independently Ability to work under pressure Innovative and creative Time management Political and cultural Energetic and Assertiveness.

DUTIES

: Implementation and management of Diplomatic Immunities and Privileges in terms of the DIPA, DIAP Policy, host country agreements and relevant laws and conventions. Supervision and Management of the Sub-Directorate Management of record keeping for the Sub-Directorate Sound Financial Management of the Sub-Directorate.

**ENQUIRIES
APPLICATIONS**

: Mr Jan Matji Tel No: (012) 301-8764
: Please e-mail your application to ddspdiap23@dirco.gov.za