

**THE PRESIDENCY**

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.*

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email [applications@presidency.gov.za](mailto:applications@presidency.gov.za)
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 04 August 2023 at 16:30
- NOTE** : Reference number is the post number. Applications must include only TWO (2) documents. A completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-Entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by NSG. The course is available at the NSG under the name certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates for SMS posts 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates. Successful candidates will be subjected to reference checks. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The Successful candidate will be required to sign a performance agreement with the Department. Candidates will be subjected to a security clearance up to the level of "Top Secret".

## MANAGEMENT ECHELON

<b><u>POST 25/71</u></b>	:	<b><u>CHIEF DIRECTOR: CABINET SECRETARIAT</u></b> Branch: Cabinet Office
<b><u>SALARY</u></b>	:	R1 371 558 per annum (Level 14)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior certificate plus an appropriate Degree/ or equivalent (NQF level 7). A minimum of 8 years' experience at Senior Management Services. Process competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Reliability. Service delivery innovation. Willing to work extended hours, when necessary. Initiative. Problem-solving and analysis. Knowledge management: In-depth understanding of the Public Service Regulatory Framework. Good understanding of government planning processes, policies, programmes, strategies, projects and plans. Public Service Regulatory Framework. Government systems. Good knowledge and ability to use appropriate research methodologies. Core competencies: Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management. Proven analytical skills with an understanding of the political environment. Be professional and highly motivated, display initiative think critically and be able to gather and analyse information skillfully. Understanding of eCabinet and eGovernance ICT systems.
<b><u>DUTIES</u></b>	:	Manage and provides Cabinet and its Committees with effective and efficient strategic, secretarial and administrative support. Overseeing the compilation of agendas and minutes for the Cabinet and its Committees. Understanding of the Cabinet system and processes promoted through briefings/training/capacity building sessions for Ministerial staff and members of Senior Management of all Ministries/Departments with a view to better prepare Ministers and Deputy Ministers to engage with the Cabinet system and processes. Enhanced document distribution and communication for Cabinet (e-Cabinet). Improved oversight by Cabinet on the implementation of the Government Programme of Action (POA). Ensuring effective economic and risk management in the Unit.
<b><u>ENQUIRIES</u></b>	:	Ms Lucia Mphahlele Tel No: (012) 300 5865
<b><u>POST 25/72</u></b>	:	<b><u>DIRECTOR: HUMAN RESOURCE OPERATIONS</u></b> Chief Directorate: Human Resource Management and Development.
<b><u>SALARY</u></b>	:	R1 162 200 per annum (Level 13)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior certificate plus an appropriate degree/ or equivalent (NQF level 7). A Minimum of 5 years' MMS experience. Process competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Problem-solving and analysis. Knowledge management. Knowledge Management: In-depth understanding of the Public Service Regulatory Framework. In-depth understanding of the Public Service Act. Good understanding of government policies, programmes, strategies, projects and plans. Government systems, Good knowledge and ability to use appropriate research methodologies. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and review techniques. Core competencies: Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management.
<b><u>DUTIES</u></b>	:	Manage the provision of sound human resources services in the following sub-units: Conditions of Service (Shared Services), Talent Acquisitions (Recruitment and Selection), and Labour Relations in relation to the performance standards set out for output & projects. Develop and establish an HR strategy, policies and processes that will support the strategic objective of the organisation. Ensure compliance with the Human Resources regulatory framework. Manage the provision of human resource planning, information management and HR system management services. Manage the development, implementation and maintenance of the Human Resource policy framework to ensure institutional compliance and fair labour practices. Be responsible for the enhancement of the business relations between various Branches of The Presidency. Manage the relationship between internal and

external stakeholders in relation to Conditions of Service and Talent Acquisitions matters. Coordinate the HR oversight for the Department.  
Mr T Moloi Tel No: (012) 300 5866

**ENQUIRIES**

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**OTHER POSTS**

**POST 25/73**

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**DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT AND LIBRARY SERVICES**

Directorate: Auxiliary Services

**SALARY CENTRE REQUIREMENTS**

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R811 560 per annum (Level 11)

:

Pretoria

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A Senior certificate plus an appropriate Bachelor's degree or equivalent qualification (NQF level 7) e.g, information science, knowledge management, library science). A minimum of (3) three years' to (5) five years managerial experience. Competencies: Possess a strong understanding of knowledge management principles, methodologies, and best practices. Demonstrate expertise in developing and implementing knowledge management strategies and systems. Have a solid knowledge of library science principles, including cataloging, classification, and information retrieval systems. Familiarity with library management software and digital repositories is essential. Exhibit proficiency in managing information and knowledge assets, including organizing, storing, retrieving, and disseminating information effectively. Experienced working with document management systems, intranet portals, and collaboration platforms. Possess excellent verbal and written communication skills to effectively convey complex concepts, provide reference services, and collaborate with stakeholders at all levels of the organization. Exhibit strong organizational and time management skills to effectively manage library collections, resources, and multiple priorities. Attention to detail in cataloging, classifying, and organizing information assets. Demonstrate proficiency in utilizing library management software, digital repositories, and knowledge management systems. Have experience in records and registry management practices, including the creation, organization, maintenance, and disposal of records. Have experience in the policy formulation process within Government. Monitoring and evaluation methods, tools and techniques. Facility management. Public Finance Management Act. Treasury Regulations. Contract Management.

**DUTIES**

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Develop and implement a comprehensive knowledge management strategy aligned with organizational goals to enhance knowledge sharing, collaboration, and utilization of information assets. Establish and maintain effective library services and resources, both print and digital, to support research, information retrieval, and knowledge dissemination. Organize and categorize library materials for efficient retrieval and utilization. Oversee records and registry management processes, including creation, organization, maintenance, and disposal of records in compliance with policies and regulations. Implement records management policies, procedures, and guidelines to ensure compliance, accuracy, and accessibility of records. Collaborate with departments and stakeholders to identify information needs and provide research support. Utilize knowledge management tools and systems to capture, organize, and disseminate information and knowledge assets. Conduct training programs and workshops on information literacy, research techniques, and records management practices. Foster a culture of knowledge sharing and compliance with records management practices. Collaborate with internal stakeholders to identify best practices and facilitate their dissemination. Ensure maintenance, integrity, and security of records and registry systems. Manage the Integrated Document Management Solution (IDMS) to formalize content management. Stay updated on legislation, regulations, and standards related to records management and information governance. Collaborate with IT professionals to ensure integrity, security, and accessibility of knowledge management systems, library catalogues, and registry databases. Evaluate effectiveness of knowledge management, library, and records/registry management services and propose improvements. Prepare reports and presentations showcasing the value and impact of these services. Draft and maintain relevant policies and Standard Operating Procedures (SOPs). Oversee and manage telephone and switchboard services, ensuring compliance with IT infrastructure and internal communications guidelines. Identify relevant training needs and develop staff accordingly. Oversee special

ad-hoc projects for office support and auxiliary services, ensuring requirements and standards are met.

**ENQUIRIES** : Mr K Futhane Tel No: (012) 300 5995

**POST 25/74** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT**  
Directorate: Auxiliary Services

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior certificate plus an appropriate Bachelor's degree or equivalent qualification (NQF level 7). A minimum of 3-5 years' experience. Competencies: Possess a strong understanding of records management principles, methodologies, and best practices. Demonstrate expertise in developing and implementing records management policies, procedures, and classification systems. Knowledge of relevant legislation, regulations, and standards related to records management, information governance, data protection, privacy, and retention schedules. Proficiency in organizing and classifying records to ensure accurate and efficient retrieval. Knowledge of records management software and systems. Knowledge of compliance requirements and the ability to conduct audits to assess records management compliance. Implement corrective measures to ensure compliance with policies and regulations. Proficiency in using records management systems, electronic document management systems, and registry software. Possess excellent verbal and written communication skills to effectively convey complex records management concepts and collaborate with stakeholders at all levels of the department. Experience in providing training and education on records management practices, policies, and procedures to staff members. Demonstrate project management skills to effectively plan, execute, and monitor records management initiatives, including system implementations and process improvements. People Management and Empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques. Facility Management. Public Finance Management Act. Treasury Regulations.

**DUTIES** : Management and implementation of records management policies, procedures, and guidelines. Establish and maintain a comprehensive records classification and retention schedule. Oversee the creation, capture, and maintenance of records in physical and digital formats. Ensure accurate and timely entry of records into registry systems. Develop strategies for effective records management throughout their lifecycle, including disposal practices. Ensure security, integrity, and confidentiality of records. Collaborate with stakeholders to identify recordkeeping requirements. Provide guidance and support on records management practices. Conduct regular audits to evaluate compliance and implement improvements. Manage telephones and switchboard services. Stay updated on emerging trends and best practices in records management. Collaborate with IT professionals to integrate records management systems. Respond to record requests and inquiries. Monitor and maintain storage infrastructure for records. Coordinate record transfers to archival institutions. Collaborate with stakeholders to develop effective partnerships. Prepare reports and documentation on records management activities. Disposal and safe preservation of all records by ensuring that there is a systematic disposal programme in place. To ensure that information can be identified, retrieved when required by providing well-structured records classification and record keeping systems.

**ENQUIRIES** : Mr K Futhane Tel No: (012) 300 5995

**POST 25/75** : **CATERING MANAGER**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior certificate plus an appropriate Bachelor's degree/diploma or equivalent (NQF level 7) in Catering Management or related field in Culinary Studies. Minimum of 3-5 years' working as an Executive Chef in a Professional Hotel, Boutique Guest House or in a Classic Up- Market Restaurant environment. Process competencies: Good communication skills (both oral and writing) client orientated, customer focused, honest, have integrity and be innovative and creative. Willing to work extended hours when necessary and

working under pressure. Execute healthy, delicious and beautiful well-presented meals, in a very short notice. Have knowledge of health and Safety within the Hospitality Industry. Be up to date with the latest food trends and be able to execute these menus. Teach, develop and inspire subordinates. Develop a focus on food and excellent service. Knowledge management: Problem solving and analysis. Public Service Regulatory Framework. Monitoring and evaluation methods, tools and techniques. Knowledge of the relevant general public service-wide legislation. Knowledge and understanding of all phases of Protocol and Ceremonial. Comprehensive knowledge of policies and practices related to hospitality industry. Knowledge of food safety practices and procedures. Knowledge of sanitation practices. Knowledge of basic cooking. Knowledge of food handling procedure. Conformity to health and safety standards.

**DUTIES**

: Co-ordination and execution of cooking and catering for functions eg. Banquets, Formal Events, Meetings and Family Meals. Managing and co-ordinating the preparation and service of food, beverages, setting-up of tables and room or venue in accordance with standards and specifications (menu, type of function and preferences of the Principal). Contribute in overall event planning. Liaise with Household Manager, discuss menus, special arrangements, serving plans (waiters) of all Catering in the Residence for the day. Determine how food should be presented and create decorative food displays. Attend to Principals and Guests 'personal food preferences, dietary restrictions and requirements. Setting and maintaining the standard for preparation of food and beverages and ensure a healthy environment and that the general objectives of the household are achieved. Obtain guest lists and make logistical arrangements. Collaborate with staff to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and likely number of guests. Conduct routine environment analysis and spot checks. Ensure that all security regulations are followed and adhered to. Responsible for Supervision of sub ordinates delegation of duties. Coordinating administration duties in respect of the Catering Section, ensuring the unit adheres to Human Resources/ Finance/Procurement policies and procedures. Liaise, report and follow up all maintenance requests to the Department of Public Works and Infrastructure relating to catering equipment in the Catering area. Coordinating planning, budgeting and purchasing of all items and ingredients needed for daily operation in the unit. Responsible to compile monthly catering expenditure reports. Manage stores and track inventory and order new supplies when necessary. Assisting with managing of Household Petty cash and accounting. Ensure Performance Agreements are developed. Conduct Performance Reviews and Assessments of Subordinates. Ensure and manage the correct catering and safety attire for all catering personnel. Manage work allocation and ensure employees are utilize efficiently and effectively. Advice the household on policy matters related to catering. Manage in-service training and development by demonstrating new cooking techniques, equipment and serving techniques to staff.

**ENQUIRIES**

: Mr K Futhane Tel No: (012) 300 5995